



Vermont Secondary College

'Lift up thine eyes'

College Policy: Visitors, Volunteers & Working With Children Check (WWCC)

@ 23 October 2012

Rationale

This policy outlines the requirements for visitors and volunteers at Vermont Secondary College. VSC actively develops community links and draws upon outside providers to expand and enrich our program offerings for students and staff. Similarly, we encourage parents/carers to take an active role in their child's education, and we are very appreciative of the wide range of support we receive, especially from the many volunteers who support our canteen, the Music program, annual Production and a wide range of other programs.

The following procedures have been put in place to ensure an orderly and safe environment, and in line with Department of Education & Early Childhood Development (DEECD) OHS guidelines:

Members of the college staff are reminded that any college program involving volunteers or visitors must first be approved by college's Local Consultative Committee (LCC), and may also require College Council approval e.g. camps staffing.

ALL VISITORS

- **ALL VISITORS to the college** (i.e. anyone other than staff and current students) **must first report to the General Office on arrival, to sign the visitors logbook and receive a visitors badge, and to sign out again on departure. This includes:**
 - Parents/carers visiting the college to speak to a staff member; they **must make an appointment** by contacting the relevant staff member (by phone, email etc)
 - Parents/carers or community members visiting the college in order to raise a concern; they should first refer to the VSC Raising and Addressing Concerns policy.
- Visitors/volunteers should not seek to deal with additional matters once at the college for another purpose; contact (an appointment and notification) must be made with the relevant staff member prior to the visit.

Volunteers, staff and the Working With Children Check (WWCC)

- Any person whose duties usually involve, or is likely to be involved in, working in a school (paid, or unpaid) is considered to be engaged in 'child-related work' and must be compliant with the Working with Children Act 2005 (the Act).
- Suitability to be a volunteer in Victorian government schools is now demonstrated by a 'Working with Children Card' issued by the Department of Justice. As of 31 December 2007 it is an offence to permit a volunteer who requires a 'Working with Children Check' (WWCC) to be engaged in child-related work in a school without one.
- All volunteers and staff employed by Department of Education and Early Childhood Development (DEECD) and Vermont Secondary College must comply with the guidelines outlined by the 'Working with Children Act' and therefore must apply for a 'Working with Children Check'. A receipt needs to be shown as proof of application.

N.B. there are separate WWCCs for paid staff and unpaid volunteers.

- Any staff member registered with the Victorian Institute of Teaching (VIT) is exempt from requiring a Working with Children Check (WWCC)
- Any staff member registered with the VIT must provide a copy of current registration on renewal to the Business Manager and Assistant Principal overseeing induction/ VIT registration.
- Any person registered with VIT seeking contract or casual employment must provide a copy of current registration before commencing.
- All CRTs employed must be registered with VIT.
- All current Education Support (ES) staff employed to undertake work at Vermont Secondary College must provide evidence of undertaking a WWCC prior to confirmation of employment.

- Current school procedures will apply to all activities i.e. college staff must be present when parents are supervising children.
- Other volunteers engaged in 'child-related work' must provide a WWCC.
- All employees, current and prospective, are responsible for undertaking and paying for the WWCC required for employment.
- All volunteers, current and prospective, are responsible for undertaking the WWCC required for volunteers.
- All staff and volunteers must provide the Business manager of the college with a photocopy of their WWCC card and have it on their person at all times while at the college or on a college activity.
- Contractors who work at the school on a scheduled basis within school hours for Maintenance, Gardening, ICT, Cleaning etc. must hold a Working with Children Check.

In this policy the term 'volunteer' is interpreted to be someone who 'helps out' (helper) at our college.

Please Note:

Under the Summary Offences Act 1966, the principal reserves the right, and has the authority to prohibit any potential visitor from entering or remaining within the school, and also has the authority to invite or exclude people from using or being within the school boundaries outside school operating hours.

The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill will be recognised and be appropriately catered for.

Next policy review: December 2015

The college will review the policy every three years, or as required with input from the college community.

Name of person/position with ultimate responsibility for reviewing policy:

Joanna Alexander (Assistant Principal with responsibility for OH&S / Risk Management) in conjunction with the OH&S / Risk Management Committee.

References:

- Working with Children Act 2005
- DEECD SPAG
- VSC Raising and addressing Concerns policy

Links: