

Eltham Primary School

Student Safety and Welfare with External Providers and Volunteers POLICY

Rationale:

As of the 1 January 2008, all schools are required to comply with the Working with Children Act 2005, and ensure that any person unsuitable to be involved in 'child related work' does not do so.

Aims:

- To ensure children under our care are protected from being exposed to inappropriate people.
- To ensure all people engaged in 'child related work' with our students and who are required to have Working with Children Check, do so
- To ensure that our school complies with the relevant Acts and laws.
- To provide an environment that is safe.

Implementation:

- All workers or volunteers involved in 'child related work' must undergo a 'Working with Children' check prior to commencing work.
- You are considered to be performing 'child related work' if you work or volunteer at this school or take part in school related activities.
- All teaching staff members are registered with the Victorian Institute of Teaching, and undergo ongoing monitoring that satisfies 'Working with Children' check requirements, and are therefore exempt. Police officers are also exempt.
- A 'Working with Children' check' does not have a fee attached. The only cost is for a passport photo. School council does not pay for this. A 'Working with Children' check' lasts for 5 years.
- All people required to have 'Working with Children Check', are issued a Visitor Card which School Council expects them to display on their person at all practicable times when working or volunteering at the school or during school related activities.
- Administration will maintain a record of volunteers with up to date 'Working with Children' checks that will be kept at the front office.
- School Council requires that all volunteers directly involved in school camps, excursions, sleep-overs, teaching of swimming lessons, transport of students without staff members present, extra-curricular activities such as school sporting teams etc. all have a 'Working with Children' check.
- The principal will consider other activities such as incursions on a case-by-case basis.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle, or as required due to changes in relevant Acts, Laws or should situations arise that require earlier consideration.

This policy This policy was last ratified by School Council on....

May 2014