



St Peter's College

Cranbourne

WORKING WITH CHILDREN CHECK

Introduction

The Victorian Registration Standards (sch 2 cl 5) (CECV Guidelines ref 9.2) require that the College complies with the Working with Children Act 2005 (Vic) (the WWC Act), which relates to employment of all staff at the college.

Who Must Pass a Working With Children Check?

Under the WWC Act, subject to a number of exceptions, any worker who engages in child-related work that involves direct contact (being physical, face to face or physically being within eyeshot) must hold a Working With Children Check Clearance. St Peter's College has a Child Protection Program which includes policies and procedures which enable us to meet our requirements under the WWC Act.

A teacher registered with the Victorian Institute of Teaching is not required to undertake a Working With Children Check under this policy. However, where a teacher's registration is suspended and they must not teach, and they are employed in a non-teaching capacity, they will need a Working With Children Check.

Register of Staff with a Working with Children Check

St Peter's College maintains an up-to-date register of staff including non-teaching staff and volunteers with a Working With Children Check.

The register is maintained by HR/Payroll and stored on Synergetic and in Hard copy.

WWC Protocol

In relation to non-teaching staff and other persons having direct contact with children, St Peter's College must follow the 2007 Archdiocese of Melbourne Working With Children Protocol and Implementation Guidelines available on CEVN.

DEECD Mandatory Reporting eLearning Module

All employees must complete the Department of Education and Early Childhood Development Mandatory Reporting eLearning module. A certificate evidencing the completing of this module must be kept with the Register of Teachers. Refer to DEECD Mandatory Reporting eLearning Module Portal. This Module is completed either on Commencement at the College or in Term One of each year by all mandated staff.

Implementation

St Peter's College has set up a series of compliance tasks on our Assurance System, to ensure that key obligations under the Victorian Registration Standards and CECV Guidelines are managed effectively.

Related Policies

Child Protection and Safety Policy

Mandatory Reporting Policy

Additional Resources

For more information about who needs to apply for a Working with Children Check, see www.justice.vic.gov.au/workingwithchildr

Review

Draft Review:	July 2015
Implementation Date:	January 2016
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