Student Welfare

Working with Children Check

Policy
The college will comply with the Working with Children Act 2005. The purpose of this policy is to outline the procedures for maintaining the WWC register onsite for non-teaching staff.

Procedure – Working with Children Check (WWC) for non-teaching staff, volunteers and external providers.
   4. Non-teaching staff are to undertake a WWC at employment.
   5. Volunteers are to undertake a WWC if the school activity runs overnight.
   6. The school will ask to sight the WWC card of an external provider of education.

Procedure – Managing the WWC Check Process
   1. When a WWC is required, the school office will do the following:
      a. Notify the person that they are required to have a WWC.
      b. After the application has been submitted, the school office will keep a copy of the unique Application Receipt Number from Australia Post.
      c. Within 21 days, sight the applicants WWC Check card and record their card number, card type and expiry date.

Procedure – Managing the WWC Register
   1. The school office will circulate an information update form annually to staff to provide updated personal and contact details.
   2. At the beginning of the school year, the school office will check the status of employee’s WWC by using the online check status on the WWC website.

Version & Review
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