RATIONALE:
- The Working with Children Checks for volunteers and parents, coupled with Police Checks for Teachers completed as part of VIT Registration ensure a safe environment for our students and are critical to maintaining high standards of professional conduct.

AIMS:
- To ensure that all employees and volunteers involved in school activities are responsible and of sound character.
- To ensure that all volunteers working within our school have a valid Working With Children’s Check.
- The Working with Children Check aims to protect children from sexual or physical harm by checking a person’s criminal history for serious sexual, serious violence or serious drug offences and findings from certain professional disciplinary bodies such as the Victorian Institute of Teaching.

IMPLEMENTATION:

Teachers -
- In order to maintain high levels of safety for all students and a commitment to maintaining high standards of professional conduct, it is a DEECD requirement that all employees and volunteers have a current and satisfactory criminal records check.
- All rehired, promoted or transferred teaching staff, and Casual Relief Teachers shall produce a Registration Card from the VIT acknowledging a current Criminal Records Check.
- SSO and other paid employees, and student teachers are required to have a valid Working with Children Check.

Volunteers -
- All volunteers over the age of 18 must have a Working With Children Check.
- The Working With Children Check is free for volunteers.
- Clyde Primary School requires all volunteers to hold a current Working with Children Check with no exemptions. This includes:
  - Canteen volunteers
  - Classroom Volunteers
  - Excursion Helpers
  - Camp Helpers
- Forms and assistance will be available from the general office.

EVALUATION
- This policy will be evaluated and monitored particularly in regard to changes in relevant legislation.
- This policy will be reviewed as part of the school’s three year review cycle.

This Policy was last ratified in 2014

This policy is due for review in 2017
Exemptions
people under the age of 18 years
• parent volunteers whose child normally participates in that activity
• people 'closely related' to each child they have contact with, in their activity
• 18 or 19-year-old student volunteers whose activity has been organised by the student’s educational institution
• visiting workers who do not usually live and perform 'child-related work' in Victoria
• a sworn Victorian, or Federal Police officer
• teachers who are currently registered with the Victorian Institute of Teaching
• some drivers who are currently accredited under the *Transport (Compliance and Miscellaneous) Act 1983*