



Working with Children Checks Policy

Purpose

This policy is designed to ensure that *Working with Children Checks* will be required for any volunteer who participates in school activities which require the volunteer to have direct contact with a child(ren) and which contact is not (or may not be at all times) directly supervised.

Objectives

- To ensure our students are in a safe environment.
- To involve parents, guardians, family and caregivers in the education of all the students.

Scope

In this policy a volunteer is a parent, guardian, caregiver or community member.

Policy

The following activities require all volunteers to have a valid* *Working with Children Check*:

- attendance at school camps;
- classroom helper;
- playground supervisor;
- sports coach of a school team;
- parent supervisor on excursions;
- transporting students in a car to and/or from a school event (when the transport is organised through the school); and
- travelling with students on buses to and from school events.

From time to time the Principal and/or School Council may add activities to this list at their discretion.

Volunteers will be required to provide their respective *Working with Children Check* identification number when volunteering for activities.

* A valid *Working with Children Check* requires the card to be issued to the volunteer, submission of the application for a *Working with Children Check* is not sufficient.

Refer <http://www.volunteer.vic.gov.au/information-for-volunteers/volunteer-background-checks/working-with-children-checks> Page last updated: 27 September 2012

Endorsed School Council Date: Monday 14th October 2013

Principal: Carolyn Macaulay

School Council President: Gavin Dixon