



POLICY TITLE: WORKING WITH CHILDREN CHECK POLICY

DEVELOPED/REVIEWED BY

Human Resources Manager
Senior Leadership Team

REVIEW SUMMARY

This policy applies to the whole King David School community in supporting safe environments for all children and young people.

It concerns the responsibilities of The King David School in complying with the provisions of the [Worker Screening Act 2020](#) (Vic.), which was enacted 'to assist in protecting children from sexual and physical harm by providing for screening of persons who work with, or care for, children' (section 1(b)).

Teachers with current Victorian Institute of Teaching (VIT) registration are exempt from obtaining a Working with Children Check (WWCC) as the VIT registration process includes screening for suitability for child-related work. Ministers of religion and those performing duties of a religious vocation are required to have a WWCC.

DOCUMENT DEVELOPMENT PROCESS

This document was first developed by the Human Resources Manager in May 2024 in consideration of the revised Child Safe Standards which came into effect from 1 July 2022.

RATIONALE

The King David School is committed to the safety and wellbeing of all students, and the creation of a just and respectful environment that supports the health and wellbeing of the School community. All in our School have a duty of care, a moral obligation, and a shared responsibility to protect the most vulnerable members of the community.

Ensuring children and young people are protected against sexual abuse is a community-wide responsibility, and schools have responsibilities to ensure children and young people are safe in their care, and to work actively and intentionally to eliminate all forms of abusive behaviour towards children.

DEFINITIONS

children	For the purposes of the <i>Worker Screening Act 2020</i> , children are those under the age of 18 years.
child-related work	Work involved in one of the occupational fields listed in the Act, and usually involves direct contact with a child where that contact is not directly supervised by another person. Note: Work is not child-related work by reason only of occasional direct contact with children that is incidental to the work.
direct contact	Is any contact between a person and a child that involves: <ul style="list-style-type: none"> ● physical contact ● face-to-face oral communication

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direct supervision	Supervision of a person's contact with children, rather than of their work in general. Supervising another person's contact with children must be personal and immediate but can include a brief absence such as taking a telephone call in another room.
unsupervised child-related work	Any type of activity where an adult has 'direct contact' with a student or students/young people that is not directly supervised by a member of staff.
Victorian Institute of Teaching (VIT)	The registration body for teachers in Victoria
Working with Children Check	Required by persons doing child-related work in Victoria as paid workers or volunteers, where that work is not directly supervised by someone with an appropriate check. A WWCC is not required by teachers who hold current VIT registration.

PRINCIPLES/GUIDING PRINCIPLES

The following principles underpin our commitment to child safety and wellbeing within The King David School:

- all students deserve, as a fundamental right, safety, and protection from all forms of abuse and neglect
- a safe environment is required to protect children and young people from harm, and to prevent staff or other adults from abusing their position of authority and trust
- The King David School's commitment to the protection of children is embedded in the culture of our School, and our individual and collective responsibility to take action is understood and accepted
- each child and young person's ongoing safety and wellbeing must be the primary focus of all decision-making.

At The King David School, the leaders, teachers and all staff must be fully self-aware of, and comply with, their professional obligations and responsibilities with regard to the protection of children.

PROCEDURES

The King David School will ensure that all adults engaging in child related work, whether paid or unpaid, will have a current Working with Children Clearance, issued from the successful outcome of a WWCC. The School will maintain accurate and up to date WWCC and VIT registers for teachers, other staff, contractors, and volunteers. This duty is allocated to the Human Resources Assistant and overseen by the Human Resources Manager.

Each year, all staff are made aware of the School procedures for volunteers, contractors, and other persons, including the need for prior approval of such work by the designated member of the school's leadership team.

Who requires a WWCC?

Only people doing child-related work (and who aren't otherwise exempt under the Act) need a WWCC. This applies to both paid and volunteer workers. Not everyone who has contact with children needs a WWCC. More information about the occupations requiring a WWCC is included in the [list of occupational fields](#).

A WWCC is required:

- by adults engaged in child-related work within the meaning of the Act, which includes engaging in voluntary work and providing practical training as well as paid employment

- if the work usually involves direct contact with a child or children
- when the contact with children is not occasional direct contact and is not incidental to the work
- by volunteers, including members of the School Council, and those involved in practical training, such as student teachers.

King David School staff are responsible for obtaining their own WWCC; however, the School must ensure that valid checks are held by all those requiring one by maintaining a current and up-to-date WWCC register. The currency of WWCCs by all staff is monitored by the Human Resources Assistant whose role specifically includes maintenance of the WWCC register and related tasks.

The School will ensure that a register of all teaching staff who, while having current registration with the VIT, are exempt from obtaining a separate WWCC is maintained by the School.

Each year, all staff are made aware of the WWCC requirements and that it is a condition of their tenure at The King David School to ensure currency is maintained.

Working with Children Check (WWCC) failure – receipt of exclusion notice or interim exclusion notice

If a volunteer or staff member at the School receives an Exclusion notice or Interim Exclusion notice, the following procedure applies:

Working with Children Check Victoria will notify The King David School if a person in their employ receives an Exclusion notice. The King David School will not be told the reason for the Exclusion notice. By law, the person must tell the School in writing within seven days of the date they are given the notice. Once issued, the person is not allowed to do any child-related work effective from the date listed on the notice. Please refer to the [Working with Children Check Victoria website](#) for more information.

The person has an opportunity to apply to the Victorian Civil and Administrative Tribunal (VCAT) for a review or to get an assessment notice. They are only permitted to recommence 'child-related' work at the School upon successfully reapplying for a Working with Children Check (WWCC) and by providing a copy of their new WWCC to the School.

If a volunteer or staff member at the school receives an Interim Exclusion notice, the person has the opportunity to explain why they believe they should pass the check and respond to the reasons the Interim Exclusion notice was given.

RESPONSIBILITY

- Principal
- Human Resources Manager
- Human Resources Assistant
- All King David School Non-teaching Staff
- All King David School Volunteers

RELATED LEGISLATION

- Worker Screening Act 2020 (Vic.)

RELATED POLICIES

- Child Safety and Wellbeing Policy May 2024
- Recruitment Policy May 2024
- Teacher Registration Policy May 2024

RELATED DOCUMENTS

Working with Children Check Victoria [website](#)

NEXT REVIEW

May 2026