



## Working with Children Check Policy

### Source of Obligation

The Victorian Registration Standards (sch 4 cl 5) (CECV Guidelines ref 5.2) require that the College complies with the requirements of the Working with Children Act 2005 (Vic) (the WWC Act), in respect of the 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 usually involves direct contact (being physical, face to face or physically being within eyeshot) with a child (being a person under 18 years of age) must hold a Working with Children Check (WWC Check).

The Working with Children Act 2005 (Vic) defines 'direct contact' as any contact between a person and a child that involves:

- physical contact; or
- face to face contact; or
- contact by post or other written communication; or
- contact by telephone or other oral communication; or
- contact by email or other electronic communication.

Sacred Heart 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 WWC 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 WWC Check.

### Register of Staff with a Working with Children Check

We are required to maintain a register of employees and volunteers with a WWCC which includes each employee's:

- name
- card number
- expiry date.

The register is maintained by the Business Manager and stored in the Business Manager's office. For more details refer to Child Protection Record Keeping.

### WWC Protocol

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

### DET Mandatory Reporting eLearning Module

All employees must complete the Department of Education and Training Mandatory Reporting eLearning module. A certificate evidencing the completing of this module must be kept with the Register of Teachers.

For more information about who needs to apply for a WWC Check, see Department of Justice and Regulation, Working with Children Check website.