



St Alipius Parish School Procedures for Maintaining Register of All Non-Teaching Staff Members. Working with Children Check

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The protection of children is paramount at St Alipius.

The Working with Children Check (WWCC) helps us protect children from physical and sexual harm. It does this by screening people's criminal records and professional conduct and preventing those who pose an unjustifiable risk to children from working with or caring for them.

All adults who engage in paid or unpaid work at St Alipius are required to have a current WWCC Check. For our purposes 'Paid Work' refers to those employed by the school and those contracted to work within the school grounds and includes, but is not limited to:

- Administration staff
- Learning support officers
- Student well-being workers, chaplains, clerics
- Contractors (e.g. electrical, building, data etc.)
- Cleaners and Grounds staff

For our purposes 'Unpaid Work' refers to those in volunteer roles, both ongoing and one-off, and includes, but is not limited to:

- Parents and care-givers attending excursions in supervisory roles
- Classroom assistants (e.g. parents helping with reading)
- Members of the School Advisory Council
- Sporting supervisors, coaches and assistants
- Canteen helpers

St Alipius will advertise the need for WWCC on our school web-site and in our school hand-book.

Families will be regularly reminded of the need for a WWCC through the school newsletter and the school app (Skoolbag).

Application forms for WWCC will be available from the front office and online.

New families will be informed of this policy.

All employees and contractors will be informed of this policy prior to commencing work.

Prior to commencing either paid or unpaid work at St Alipius workers will bring their WWCC to the front office, a copy will be taken, and a file kept of each card.

Teachers will be given a class list of parents/caregivers who have a current WWCC and a register will be kept in the office of all staff, parents and caregivers WWCC cards.

Working with Children Act 2005

The *Working With Children Act 2005* (the Act) commenced in April 2006. The Working with Children (WWC) Check is one of several measures organisations should put in place to protect children from sexual and physical harm.

The Act establishes a framework to screen the criminal records and the professional conduct of people who intend to work with or care for children. People who are assessed as posing an unjustifiable risk to the safety of children will fail the WWC Check and the Act prohibits these people from working with children.

The protection of children is the paramount consideration for any decision made under the Act.

The Act defines the kind of work that is regulated as **child-related work** and lists the offences every applicant is screened for. For more details go to [List of Offences](#).

The Act also exempts a range of people from the WWC Check including teachers registered with the Victorian Institute of Teaching (VIT), as VIT already undertakes a rigorous check of teachers' criminal records and professional conduct.

Link to: [Working with Children Act 2005](#)