



Policy Number:	COL 20
Policy Name:	Working with Children Policy
Contact Officer:	Principal
Date Approved by Executive:	May 9, 2018
Date of Next Review:	May 2021
Related Policies:	Child Safe Policy Employment Policy CECV Guidelines (Employment of Staff) CECV Guidelines (Engagement of Volunteers in Catholic Schools)

This policy takes into account relevant legislative requirements within the state of Victoria, including the specific requirements of the Victorian Child Safe Standards as set out in *Ministerial Order No. 870*. This policy applies to St Joseph's College staff, including employees, volunteers, contractors and clergy.

1. RATIONALE

1.1 St Joseph's College is a Child Safe school. Child Safety encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of abuse, and responding to incidents or allegations of child abuse.

1.2 St Joseph's College is committed to embedding a culture of no tolerance for child abuse and complying with the prescribed child safe standards, as set out in Ministerial Order No. 870 – Child Safe Standards – Managing the Risk of Child Abuse in Schools.

1.3 Compliance with the child safe standards requires anyone working with, or volunteering with, children being required to undergo criminal record checks for serious sex, violence and drug offences, and the Department of Justice giving consideration to any relevant findings from professional disciplinary bodies. All employees, self-employed persons and volunteers who have direct contact with children are required to have a valid Working with Children Check.

2. AIM

- To ensure students who attend St Joseph's College are protected from involvement with people issued with an interim or negative Working With Children Check notice;
- To ensure all people engaged in 'child related work' with our students, and who are required by law, have a valid/positive Working With Children Check notice;
- To ensure that St Joseph's College complies with the relevant Acts and laws related to Child Safety;
- To provide an environment that is safe for students at the College.

3. DEFINITION

3.1 Those who are required to undergo a check are included in the following definition:

People are considered to be performing 'child related work' if they work or volunteer at a school or school related activities, and they volunteer or do this work on a regular basis, and they have direct contact with children under 18 years of age which is unsupervised.

4. IMPLEMENTATION

4.1 The Principal will ensure that all volunteers, employees or self-employed persons directly involved in, but not limited to, school camps, excursions, incursions, sporting or performing arts events, sleepovers, teaching or transport of children have current and valid Working with Children Checks.

4.2 A Working with Children Check will be carried out before an employee, volunteer, etc. is able to commence working or assisting at the College.

4.3 All people who require a Working with Children Check will provide the College office with a copy of their card.

4.4 People who have presented their Working with Children Check card will have their details recorded on the College register, and the Principal will ensure that the details on the register are up to date.

4.5 The Principal will conduct an annual audit of non-teaching employees to ensure their Working with Children Check is still current and valid.

4.6 All communication from the College asking for volunteers will include the following statement: All volunteers wanting to participate in any school activity will have a valid, current Working with Children Check and present this to the College office for registration.

4.7 College staff will consult the Working with Children Check register before engaging volunteers, etc. in any school activity and ensure that only persons registered are permitted to be engaged with the activity.

4.8 The College Child Protection Officer will ensure that the school community is aware of its obligations and responsibilities in relation to Ministerial Order No. 870 – Child Safe Standards – Managing the Risk of Child Abuse in Schools.

5. EVALUATION

5.1 This policy will be evaluated in accordance with the policy review protocols of St Joseph's College or as required due to changes in relevant legislation.

6. SUPPORTING DOCUMENTS

6.1 To help schools meet these requirements, CECV Guidelines on the Employment of Staff in Catholic Schools has been prepared.

6.2 To help schools with the process of selecting and engaging suitable volunteers in Catholic schools, CECV Guidelines on the Engagement of Volunteers in Catholic Schools has been prepared.