



VOLUNTEER CHECKS POLICY

RATIONALE

Watsonia Heights Primary School will endeavor to assess and verify the suitability of volunteers who will work with children requiring all volunteers to provide evidence of their suitability. This evidence is generally a working with children check.

AIMS

- To ensure that all volunteers approved to work with children meet the current legal requirements.

DEFINITION OF A VOLUNTEER WHO NEED A WORKING WITH CHILDREN CHECK

A volunteer school worker who need a current working with children check is a person who without payment or reward voluntarily engages in:

- In direct contact with children
- Incursion/Excursion
- Camps
- Canteen
- Within a classroom
- Assisting with whole school events i.e. sports day
- Activities for the welfare of the school at the request of the principle or school council

IMPLEMENTATION

- Any volunteer at Watsonia Heights Primary School must hold a current Working with Children Check.
- A Working with Children Check is the minimum checking standard set by the *Working with Children Act 2005* for those who work with children either, on a paid or voluntary basis.
- To be a volunteer at a school a Working with Children Card provided by the Department of Justice is required. This card is:
 - Valid for 5 years
 - Transferrable between volunteer organisations

- Free of charge for volunteers, but cannot be used for paid employment
- Working with Children Checks for paid employment can be used to show suitability for volunteer work.
- A volunteer can commence work in a school when they provide a receipt as proof they have applied for a Working with Children Check with the Department of Justice.

Sign in a front office.

Wear volunteer id badge

EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on the

Reference:

<http://www.education.vic.gov.au/school/principals/spag/community/pages/volunteers.aspx>