



Working With Children's Check

At Loch Primary School, all staff, volunteers and contractors are required to present a valid Working with Children's Check.

The Working with Children Check assists in protecting children from sexual or physical harm by ensuring that people who work with, or care for, them are subject to a screening process.

If you are doing or intending to do **child-related work** and do not qualify for an exemption, you need a Check.

To help you decide if you are doing child-related work, go to [Who needs a Check?](#)

Organisations need to:

- determine which paid and volunteer workers require a Check
- ensure workers have a valid Check
- ensure new starters apply for a Check before commencing child-related work.

The Check is just one of an organisation's responsibilities in creating and maintaining a child-safe environment. It screens a person's criminal records and any reports about professional conduct by the bodies listed in [What is checked](#).

The Check does not assess a person's suitability to work with or care for children in a particular role. It is the responsibility of organisations to assess if a person is suitable to work with children and to continue monitoring their workers' behaviour around children.

Organisations should be vigilant at all times by doing thorough reference checks and establishing sound, ongoing supervision practices so that children are safe from harm.

Organisations must comply with the [Child Safe Standards](#) that have been introduced as part of the Victorian Government's response to the [Betrayal of Trust Inquiry](#). These are compulsory minimum standards under the *Child Wellbeing and Safety Act 2005* that apply to organisations that provide services for children. The standards help ensure the safety of children. Organisations must also comply with the [Reportable conduct scheme](#) requirements that came into effect on 1 July 2017. For more information go to [Commission for Children and Young People](#).

Not everyone who has contact with children needs a Working with Children Check.

Under the *Working with Children Act 2005* (the Act), only people who are doing **child-related work** and who are not exempt need a Check. This applies to both paid and volunteer workers.

Who Needs a Check?

The Act defines children as anyone under the age of 18.

Child-related work involves contact with a child that is direct and a part of the person's duties.

Child-related work is an activity undertaken in any of the occupational fields referred to as 'services, bodies or places or activities' in the Act.

You do not need a Check if you:

- qualify for an exemption
- work in an unpaid private/domestic arrangement for family and friends (except if you are a kinship carer)
- supervise a student in practical training organised by their educational institution
- take part in an activity with a child in the same way that a child participates. e.g. as other players in a chess team.

You do need a Check if you meet ALL 5 criteria listed below:

1. You engage, or intend to engage, in child-related work as an employee or volunteer.
2. You are an adult working with under 18 year olds.
3. You are working in any of the occupational fields listed in the Act. Go to [Occupational fields](#) for the full list.
4. Your work involves direct contact with children. Direct contact means physical, face-to-face, written, oral or electronic contact.
5. Your contact with children is part of your duties and not incidental to your work.

Supervising children in employment

Under the *Child Employment Act 2003*, you are doing child-related work if you are supervising a child under the age of 15 in employment, so you need a Check. For more information go to [Business Victoria](#).

Who is exempt from the Check?

The Act lists the circumstances in which a person does not need a Check, even if they are doing child-related work. For more information, go to [Exemptions](#).

To apply for a Working With Children Check and further information go to <http://www.workingwithchildren.vic.gov.au/home/>

This policy was last updated on Monday 18th December and is scheduled for review in December 2020. School Council was presented with this policy in February 2019.