



Fitzroy Community School

Working with Children Policy

Purpose:	To assist in protecting students from harm by ensuring that people who work with, or care for them are subject to a screening process and to comply with the Child Safe Standards in Ministerial Order 1359, the Worker Screening Act 2020 (Vic) and the Worker Screening Regulations 2021 (Vic).
Scope:	All FCS Staff, volunteers, enrolled families
Implemented by:	School Principal
Approved by:	FCS Board, September 2025
Reviewed:	Every two years or as regulatory changes arise or improvements are identified.
Communicated via:	FCS Website, Staff Induction, Policies and Procedures Manual

Overview

Under the Worker Screening Act 2020 (Vic), all persons engaged in child-related work must satisfy a working with children clearance (WWCC) to assess (or re-assess) whether or not they are suitable for child-related work. The Working with Children Check (WWCC) is a minimum checking standard set by the Worker Screening Act 2020 for those who work with children, either on a paid or voluntary basis. It assists in protecting children from sexual and physical harm by ensuring that people who work with, or care for them are subject to a screening process. It checks for serious sexual, violent and drug-related offences, failure to protect and failure to report offences, as well as disciplinary findings of professional agencies such as the Victorian Institute of Teaching.

Fitzroy Community School (FCS) uses the WWCC to assist with assessing and verifying the suitability of staff and volunteers who will work with children.



Definitions

Child-connected work

Child-connected work means:

Work authorised by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.

Child-related work

The Worker Screening Act 2020 defines Child-related work as:

Work in any of the occupational fields involving contact with a child that is direct and not incidental to the work.

Working with Children clearance is required by law only for people who engage in child-related work. Schools and school boarding premises may also choose to require suitability checks (including Working with Children clearance) for visitors and volunteers engaging in child-connected work.

Requirements

To meet the requirements of the [Worker Screening Act 2020](#) The school must:

- not engage or continue to engage anyone in child-related work who doesn't have a valid Working with Children (WWC) Check, unless they are exempt under the [Worker Screening Act 2020](#) (the Act) or have lodged an application for a Check that's currently being assessed (subject to the below)
- not engage or continue to engage anyone who would otherwise be exempt from holding a valid Check, if they have received a WWC Exclusion and not subsequently received a Check
- not engage or continue to engage anyone in child-related work who is subject to obligations or orders specified in clause 1 of Schedule 5 of the Act
- not offer the services of any person who doesn't have a Check to another organisation if the work to be undertaken with that organisation is child-related work
- not allow people who are charged with, convicted or found guilty of sexual, violent or drug offences specified in clause 2 of Schedule 5 of the Act to work with or care for children while their application is processed or their Check reassessed
- know how to check if a person is allowed to work with children while their application is processed by using [the Status Checker](#)
- know how to check if a person has a valid Check by using [the Status Checker](#)
- ensure paid workers doing child-related work have an Employee Check, not a Volunteer Check
- know when your workers' Checks expire, and
- respect and protect workers' privacy.

It is the responsibility of the Principal to ensure that only suitable and eligible persons are employed in the school. The school's Recruitment Process will be used to ensure suitability of all staff and the Volunteer Process will be used to ensure the suitability of all volunteers. This includes ensuring:

Teachers & Casual Relief Teachers

- Teachers must have a valid VIT registration card

Non-teaching staff



- A WWCC is required by all employed staff at the school

Volunteers

- A valid WWCC is required by all volunteers engaged in child-related work.
- If a volunteer has an exemption or is performing child-connected work, it is the responsibility of the Principal to determine if a WWCC or other clearance may still be required based on a child safety risk assessment.
- A valid WWCC is required by all volunteers who are assisting at a school camp, any other approved school activity outside of school grounds or transporting students other than their own children in their own vehicle as part of a school excursion.

An Employment WWCC can be used to show suitability for volunteer work, however a Volunteer WWCC is not suitable for clearance to commence paid work.

Exemptions

The Worker Screening Act 2020 identifies categories of individuals who are exempted from the requirement to have a WWCC.

The following groups of people are not required to have a WWCC under the WWC Act:

- Teachers registered with the Victorian Institute of Teaching
- Victorian or Australian Federal Police officers
- Individuals who usually live in another state or territory (and hold an equivalent Check from their home state or territory) for up to 30 days of work within the same calendar year
- Parents or close relatives volunteering in an activity in which their child participates or normally participates (with the exception of kinship carers).
- People under 18 years of age.
- Students aged 18 or 19 years of age who are undertaking volunteer work organised by, or held at, their educational institution.

For a full list of exemptions and examples refer to: [Working with Children Check – Exemptions](https://www.vic.gov.au/exemptions-under-act) (<https://www.vic.gov.au/exemptions-under-act>)

A person is not exempt from a WWC check if the person has been given a WWC exclusion and has not subsequently been given a WWC clearance.

While the above exemptions exist, in line with our commitment to child safety, all parent volunteers (when not undertaking regular parent based activities) and non-parent volunteers are required to undergo a WWCC clearance for all child-related work.

Maintaining records

It is the responsibility of the Principal to ensure staff members and volunteers hold a valid WWCC prior to commencing work with the school. Administration will record the staff member or volunteer's WWCC on



the School's WWC register. Expiry dates will be monitored at a minimum annually at the commencement of the school year.

The VIT teacher register will be populated by Administration and VIT registrations will be checked via the VIT School Portal at the time of employment, and prior to the start of Term 1 and Term 3.

A teacher whose registration is suspended is not permitted to teach. If they are employed to carry out child-related or child-connected work in a non-teaching capacity, they must complete a WWC clearance.

It is the responsibility of the employees and volunteers to:

- provide the School with a current and valid WWCC (or current VIT registration) prior to commencement of duties
- Notify the school in writing within 7 days if your circumstances change in any of the following ways <https://www.vic.gov.au/current-cardholders#if-your-circumstances-change> :
 - you are charged with, convicted, or found guilty of a category A or B sexual, violent or drug offence (as defined in the Act), or the charge has been finally dealt with by a court in some way
 - a relevant professional conduct finding is made against you
 - you are subject to obligations or orders under:
 - Part 3 of the [Sex Offenders Registration Act 2004](#)
 - the [Serious Sex Offenders Monitoring Act 2005](#)
 - you become subject to a supervision order, detention order or an emergency detention order.
- apply for a new WWCC before their card expires.

Related Documentation

- Volunteer Process
- Recruitment Process
- Staff and Volunteer Induction
- WWC Register
- VIT Register
- Working With Children Suitability Check Flowchart for Schools

Related Policies

- Child Safety & Wellbeing Policy
- Child Safety Reporting Policy
- Student Supervision Policy