



Working with Children Check Policy

Purpose

CSV Limited and its School's Casey Grammar School, Balcombe Grammar School and Clyde Grammar (referred to collectively as 'CSV') recognise that ensuring the people who work with, or care for, our students must be suitable and demonstrate a commitment to Child Safety.

A key component of assessing suitability is having their criminal history and relevant professional conduct findings checked by a government body by way of a Working with Children Check ('WWCC'). The purpose of this policy is to outline the framework for the checking and verification of WWCC by CSV.

Scope

This policy applies to:

- Staff
- Contractors; and
- Volunteers

This policy applies to all activities that involve, result in or relate to contact with students. Application of this policy is not limited to School grounds or operating hours and extends to any situations where the above have contact, including online, with students.

Legislative Requirements

This policy is developed in accordance with the *Worker Screening Act 2020* (Vic) and Ministerial Order 1359: *Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises*.

Working with Children Check

A Working with Children Check is the screening process for assessing or reassessing people who work with or care for children in Victoria.

The WWCC involves a detailed examination of criminal records across all Australian states and territories together with information from professional disciplinary bodies, such as the Victorian Institute of Teaching.

In Victoria, anyone undertaking "child-related work" requires a WWCC, unless an exemption applies. 'Child Related Work' is defined by Section 7 of the *Worker Screening Act 2020* (Vic) as voluntary or paid work, in any of the occupational categories listed in the Act, that usually involves direct contact with a child.

The *Worker Screening Act 2020* (Vic) set the minimum standards for WWCC, however, in line with CSV's risk-based approach to Child Safety and protection, a WWCC may be required where a person's engagement doesn't fall within the definition of 'child-related work'.

Staff, Contractor and Volunteer Responsibilities

All **Staff** engaged by CSV who do not hold an approved exemption (see 'Exemption') must:

- Hold a valid Working with Children Check
- Provide CSV with a copy of their WWCC card prior to the commencement of their employment

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Casey Grammar School

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Clyde Grammar

110 Smiths Lane
Clyde North, Victoria 3978
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- Ensure their WWCC is linked to a CSV School
- Maintain currency of their WWCC for the duration of their employment with CSV
- Immediately notify CSV of any suspension, revocation or change in status.

All **Volunteers & Contractors** engaged by CSV who do not hold an approved exemption (see 'Exemption') must:

- Sign in using the PassTab system (available at reception or maintenance building) prior to commencing any work/volunteer activity. Sign in is required at every site visit
- Present a valid WWCC at sign in
- Where work/volunteer activity is regular or ongoing (e.g. more than 10 days per year) ensure their WWCC is linked to a CSV School
- Immediately notify CSV and cease work/volunteer activity in the event of any suspension, revocation or change in status.

In limited circumstances, Volunteers and/or Contractors with no WWCC may be permitted onsite to work/volunteer, subject to approval of a member of the CSV Executive and in consultation with the Risk & Compliance Manager. This will only apply in limited circumstances and where there will be no unsupervised contact with students.

Exemptions

Some individuals may be exempt from requiring a WWCC under the Act, including:

- Registered teachers with a valid Victorian Institute of Teaching (VIT) Registration.
- Police Officers (unless working outside their official duties).
- Parents volunteering in an activity and engaging only with their child.

Even where exemptions apply, a WWCC may still be required in line with CSV's risk-based approach to Child Safety and protection.

CSV Responsibilities

Responsibilities are assigned to specific CSV staff to ensure that the requirements of this policy are met:

<i>CSV Executive</i> <i>(or their delegate, as appropriate)</i>	• Ensure procedures are in place to meet WWCC requirements • Monitor compliance with this policy and action any non-compliance • Audit WWCC procedures to ensure best practice
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<i>Human Resources Manager</i> <i>(or their delegate, as appropriate)</i>	• The validity of Staff WWCC are checked on the Department of Justice Website prior to staff commencing • WWCC number and expiry dates are maintained on the payroll system • A reminder email is sent to all staff within 2 months of their WWCC expiry • Staff are stood down where their WWCC has expired, been suspended or revoked until such time as an investigation or proof of a valid WWCC can be provided
<i>Reception & Grounds and Maintenance Staff</i>	• Ensure all volunteers and contractors who report to them sign in using the Passtab system • Restrict site access and immediately advise CSV Executive where a contractor or volunteer does not hold a WWCC

Change in Status

Where there is a change to the status of a Working with Children Check, an individual is legally obligated to advise CSV within 7 days.

Record Keeping

WWCC records are maintained as follows:

- Staff: WWCC are maintained by the HR Manager (or their delegate) through the payroll system.
- Volunteers & Contractors: WWCC records are maintained by the PassTab system.

Related Documents

Privacy Policy

Contractor Management Policy

Review

This policy is to be reviewed, approved and endorsed every two (2) years, as a minimum.

Last approved July 2025.

Next review July 2027.

This policy is subject to change without notice at the sole discretion of CSV Limited.

Printed hardcopies or downloads of this policy are considered uncontrolled.