

# KINGSLEY PARK PRIMARY SCHOOL WORKING WITH CHILDREN POLICY



## 1. RATIONALE:

Any person whose duties usually involve or are likely to involve work at Kingsley Park Primary School (paid or unpaid) is considered to be engaged in 'child-related work' and must be compliant with the Working With Children Act.

## 2. AIM:

To ensure that all staff and volunteers working at Kingsley Park Primary School fall within the guidelines determined by the Working With Children Act to ensure school compliance with the Act.

## 3. IMPLEMENTATION:

- Any staff member registered with the Victorian Institute of Teaching (VIT) is exempt from requiring a Working With Children Check.
- Any staff member registered with VIT must provide a copy of current registration or renewal.
- Any person registered with VIT seeking contract or casual employment must provide a copy of current registration before commencing.
- All CRTs must be registered with VIT.
- All ES staff employed to undertake work at Kingsley Park Primary School must have a current Working With Children Check.
- All employees, current and prospective are responsible for undertaking and paying for the Working With Children Check required for employment.
- All volunteers, current and prospective are responsible for undertaking the Working With Children Check required for volunteers.
- Contractors who work at the school on a scheduled basis within school hours for maintenance, gardening and cleaning must hold a Working With Children Check.

## 4. EVALUATION:

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

*This policy was approved by council : 2013*

*This policy will be due for review : 2016*