THE KING DAVID SCHOOL

WORKING WITH CHILDREN CHECK POLICY

TO KNOW AND UNDERSTAND
THE KING DAVID SCHOOL

POLICY TITLE: WORKING WITH CHILDREN CHECK POLICY

DEVELOPED/REVIEWED BY

Human Resources Manager
Senior Leadership Team

REVIEW SUMMARY

This policy applies to the whole King David School community in supporting safe environments for all children and young people.

It concerns the responsibilities of The King David School in complying with the provisions of the *Worker Screening Act 2020* (Vic.), which was enacted to provide for screening of persons who work with, or care for, children where the primary objective and paramount consideration in all decisions is the best interests, safety, welfare and wellbeing of children.

Teachers with current Victorian Institute of Teaching (VIT) registration are exempt from obtaining a Working with Children Check (WWCC) as the VIT registration process includes screening for suitability for child-related work. Ministers of religion and those performing duties of a religious vocation are required to have a WWCC.

DOCUMENT DEVELOPMENT PROCESS

This document was first developed by the Human Resources Manager in May 2024 in consideration of the revised Child Safe Standards which came into effect from 1 July 2022.

RATIONALE

The King David School is committed to the safety and wellbeing of all students, and the creation of a just and respectful environment that supports the health and wellbeing of the School community. All in our School have a duty of care, a moral obligation, and a shared responsibility to protect the most vulnerable members of the community.

Ensuring children and young people are protected against sexual abuse is a community-wide responsibility, and schools have responsibilities to ensure children and young people are safe in their care, and to work actively and intentionally to eliminate all forms of abusive behaviour towards children.

DEFINITIONS

children	For the purposes of the *Worker Screening Act 2020*, **children** are those under the age of 18 years.
child-related work	Work involved in one of the occupational fields listed in the Act, and usually involves direct contact with a child where that contact is not directly supervised by another person. **Note:** Work is **not** child-related work by reason only of occasional direct contact with children that is incidental to the work.
child safety risk information	Broad information evaluated by the SSR when assessing or reassessing a person's eligibility for a WWCC Clearance. This includes criminal

	charges/convictions, police intelligence, Reportable Conduct allegations and findings (including unsubstantiated allegations), regulatory/disciplinary findings and interstate information.
direct contact	Is any contact between a person and a child that involves: ● physical contact ● face-to-face oral communication
direct supervision	Supervision of a person's contact with children, rather than of their work in general. Supervising another person's contact with children must be personal and immediate but can include a brief absence such as taking a telephone call in another room.
interim bar/suspension	Immediate administrative stop placed on a WWCC applicant (interim bar) or current Clearance holder (suspension) by the SSR while an assessment or reassessment of their eligibility is conducted. A person subject to an interim bar or suspension is legally prohibited from engaging in child-related work.
mandatory WWCC child safety training	Mandatory online child safety training that must be completed by all applicants applying for or renewing a Working with Children Check, or transitioning from a volunteer to an employee clearance, as part of the application process administered by the SSR.
Social Services Regulator (SSR)	The independent statutory body responsible for administering the Working with Children Check scheme, the Reportable Conduct Scheme, NDIS Worker Screening, and Child Safe Standards in Victoria.
unsupervised child-related work	Any type of activity where an adult has 'direct contact' with a student or students/young people that is not directly supervised by a member of staff.
verification vs. connection	● **Verification:** The mandatory process of confirming via the online WWCC status checker (or VIT register) that a person is eligible to engage in child-related work prior to commencing work or entering into an arrangement. ● **Connection:** The mandatory registration of an engaged worker or volunteer on the SSR's WWC Connect portal within statutory timeframes to maintain active oversight.
Victorian Institute of Teaching (VIT)	The registration body for teachers in Victoria
Working with Children Check/Clearance	Required by persons engaging in child-related work in Victoria as paid workers or volunteers. The WWCC scheme is administered by the Social Services Regulator (SSR). A WWCC is not required by teachers who hold current registration with the Victorian Institute of Teaching (VIT).
Working with Children (WWC) Connect	An online portal administered by the Social Services Regulator (SSR) through Service Victoria used by organisations to record connections with workers engaged in child-related work, update contact details, and receive real-time notifications regarding changes to a worker's WWC status.

PRINCIPLES/GUIDING PRINCIPLES

The following principles underpin our commitment to child safety and wellbeing within The King David School:

- all students deserve, as a fundamental right, safety, and protection from all forms of abuse and neglect
- a safe environment is required to protect children and young people from harm, and to prevent staff or other adults from abusing their position of authority and trust
- The King David School's commitment to the protection of children is embedded in the culture of our School, and our individual and collective responsibility to take action is understood and accepted

- each child and young person's ongoing safety and wellbeing must be the primary focus of all decision-making.

At The King David School, the leaders, teachers and all staff must be fully self-aware of, and comply with, their professional obligations and responsibilities with regard to the protection of children.

PROCEDURES

WWC Connect Compliance

The King David School will ensure that all adults engaged in child-related work (whether paid or unpaid, contractors, or sub-contractors) are verified and connected in accordance with the *Worker Screening Act 2020 (Vic.)* and SSR guidelines.

The School will complete two distinct mandatory steps for all personnel undertaking child-related work:

1. **Verification before Engagement:** Prior to a worker performing child-related work or the School entering into an engagement agreement (whichever is earlier), the School must verify through the online WWCC status checker (or VIT Register for teachers) that the person holds a valid WWCC Clearance, or is permitted to work while an application is assessed.

2. **Notification and Connection via WWC Connect:** Once engaged, the School must connect the worker/volunteer via the WWC Connect portal within:
    - 7 calendar days for paid employees, contractors, sub-contractors, and agency/labour hire placements.
    - 21 calendar days for volunteers.

Updating Information and Ceasing Engagement

The School must notify the SSR via WWC Connect within 7 days (paid workers) or 21 days (volunteers) of:

- Any change in a worker's name or contact details (address, email, phone number).
- The worker ceasing to perform child-related work for the School.
- Any changes to the School's contact or delegate details.

Re-engaging any worker whose engagement previously ceased requires a new verification and re-connection on WWC Connect.

Who requires a WWCC?

Only people doing child-related work (and who aren't otherwise exempt under the Act) need a WWCC. This applies to both paid and volunteer workers. Not everyone who has contact with children needs a WWCC. More information about the occupations requiring a WWCC is included in the list of occupational fields.

The Social Services Regulator (SSR) assesses eligibility and ongoing suitability for a WWCC Clearance. Assessments consider a broad range of Child Safety Risk Information, including reportable conduct allegations, police intelligence, and regulatory findings. In evaluating risk, the SSR considers whether a reasonable person would allow their child to have direct unsupervised contact with the person in child-related work, and whether issuing/maintaining a Clearance is in the public interest.

A WWCC is required:

- by adults engaged in child-related work within the meaning of the Act, which includes engaging in voluntary work and providing practical training as well as paid employment
- if the work usually involves direct contact with a child or children
- when the contact with children is not occasional direct contact and is not incidental to the work
- by volunteers, including members of the School Council, and those involved in practical training, such as student teachers.

Mandatory Child Safety Training

All non-teaching staff and volunteers applying for or renewing a WWCC Clearance (or converting a volunteer clearance to an employee clearance) must complete the SSR's mandatory online Child Safety Training as part of their application process. The School cannot engage an individual in child-related work without a verified WWCC Clearance or permitted application status following this training.

VIT Registered Teachers

Registered teachers undertaking teaching roles in the School are exempt from holding a WWCC Clearance. However, if a VIT-registered teacher is engaged by the School in a non-teaching child-related role (e.g., co-curricular coaching, private tutoring outside their school teaching duties, or overnight camp leadership in a non-school capacity), the School must verify their VIT status and connect them on WWC Connect by selecting the 'VIT registration' option.

Mandatory Record-Keeping and Register Maintenance

King David School staff are responsible for obtaining their own WWCC.

The Human Resources Assistant, overseen by the Human Resources Manager, must maintain accurate digital registers and keep full records for each person engaged in child-related work.

For **at least seven (7) years** after a worker or volunteer stops performing child-related work at the School, the School must securely retain:

- The worker's full name, address, email address, and telephone number.
- Documented evidence of pre-engagement verification (e.g., a timestamped screenshot or confirmation email from the WWCC status checker or VIT Register).
- The exact date child-related work commenced and ended.
- History of any updates to worker contact details.

The School will ensure that a register of all teaching staff who, while having current registration with the VIT, are exempt from obtaining a separate WWCC is maintained by the School.

Each year, all staff are made aware of the WWCC requirements and that it is a condition of their tenure at The King David School to ensure currency is maintained.

Working with Children Check (WWCC) Status Changes – Receipt of Exclusion, Interim Exclusion, Interim Bar or Suspension Notice

Notification and Immediate Action

The Social Services Regulator (SSR) will notify The King David School if a worker or volunteer receives an Exclusion Notice, Interim Exclusion Notice, Interim Bar, or Suspension Notice. By law, the individual must also inform the School in writing within seven (7) days of being issued a notice.

Prohibition from Child-Related Work

Effective immediately from the date listed on any Exclusion, Interim Exclusion, Interim Bar, or Suspension Notice, the individual must not engage in any child-related work or volunteering at The King David School.

Reassessment during Reportable Conduct/Investigations

Where an investigation under the Reportable Conduct Scheme or an eligibility reassessment is underway, the SSR may suspend a person's WWCC Clearance. The person is prohibited from child-related work until the SSR completes its assessment and makes a final decision.

Review Process

If a person is refused a WWCC Clearance or has their Clearance revoked, the decision is reviewed through the Social Services Regulator's Internal Review process (supported by an independent expert advisory panel). An individual may only recommence child-related work at the School if they successfully obtain a valid WWCC Clearance from the SSR and present proof to the School.

RESPONSIBILITY

- Principal
- Human Resources Manager
- Human Resources Assistant
- All King David School Non-teaching Staff
- All King David School Volunteers

RELATED LEGISLATION

- Worker Screening Act 2020 (Vic.)
- Social Services Amendment (Child Safety, Complaints and Worker Regulation) Act 2025 (Vic.)

RELATED POLICIES

- Child Safety and Wellbeing Policy
- Recruitment Policy
- Teacher Registration Policy

RELATED DOCUMENTS

Social Services Regulator: Working with Children Check Scheme website.

NEXT REVIEW

October 2028