DANDENONG HIGH SCHOOL
WORKING WITH CHILDREN CHECK POLICY

Policy Statement

The Working with Children Check is a screening mechanism to reduce the likelihood that unsuitable people will be employed or engaged in child-related employment.

- Children have a right to be safe in their places of learning
- As an employer, the Department of Education and Early Childhood Development [DEECD], has a responsibility to take reasonable steps to ensure employees and recommended applicants are suitable for child-related employment. The working with children check is an important part of the department’s recruitment process to prevent unsuitable people from being employed or engaged in child-related employment

Purpose

This Policy applies to people working or seeking work in child-related employment in the Department of Education and Early Childhood Development [DEECD]. This includes all paid employees, contractors, sub-contractors, self employed persons and volunteers whose employment or engagement primarily involves direct contact with children where that contact is not directly supervised by a person having the capacity to direct the person in the course of employment.

A volunteer school worker is a person who without payment or reward voluntarily engages in:
- School Council functions
- Activities for the welfare of the school at the request of the Principal or School Council
- School work

A volunteer can commence work in a school when they provide a receipt as proof they have applied for a Working with Children Check with the Department of Justice.

It is mandatory for any person working in, or seeking to work in child-related employment, to declare that they are not a prohibited person [ie that they are not a person who has been convicted of a serious sex offence or child-related personal violence or a registrable person under the Child Protection Act, before commencing work with children.

It is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child-related employment. A range of positions in the Department of Education and Early Childhood Development [DEECD], have been identified as being child-related employment. These positions are:

- School based positions
- Non-school based teaching service positions
- Teaching and related positions in TAFE and Adult Migrant English Services
- Administrative office positions, where the office is co-located with a school
Implementation

The employment screening process involves a national check for relevant criminal records, a check for relevant apprehended violence orders, a check for relevant employment proceedings and a risk estimate where a relevant record is found.

Where there have been no issues of concern revealed that could prejudice the person’s employment or engagement, the employment screening unit issues a clearance in relation to that person.

Where there are issues of concern revealed that could prejudice the person’s employment or engagement, a risk estimate is conducted by the employment screening unit. The risk estimate is a structured risk assessment process which assesses a number of factors including the nature of the position.

In addition, a national criminal history check is undertaken for all recommended applicants for paid child-related employment in the Department of Education and Early Childhood Development to determine their suitability for public sector employment. This is conducted in conjunction with the working with children check.

A register of working with children checks will be kept in the personal files of all non-teaching staff.

School Council Endorsement Date: 1st APRIL 2014