



# VOLUNTEER HELPERS POLICY- WWC Check POLICY



## Rationale:

Volunteer helpers in our school support and enrich educational opportunities for our students. The school welcomes parents/carers/guardians and the services and support they provide as members of our school community.

All school employees are compelled to hold a current Police Check and/or Working with Children (WWC) check. This level of 'screening' should apply to all adult helpers who work with our students (in settings not under the direct supervision of a teacher/staff member) to maintain best practice in ensuring the safety of all students.

## Aims:

- To protect the well-being and safety of our students who are in the care/supervision of a volunteer helper and not under the supervision of a staff member
- To inform the school community of these guidelines and make provision for school-assisted applications for a Working With Children Check (WWC Check)

## Implementation:

- All volunteers working with children on a school activity, **and not under the direct supervision of a teacher**, will be required to hold a current WWC Check
- Volunteers without a WWC Check cannot supervise/lead a group of students without the presence of a teacher or an Education Support staff member. Volunteers without a WWC check are still most welcome as classroom helpers, canteen helpers etc.
- For Occupational Health and Safety, **all** volunteers will 'sign in' and 'sign out' at the school office using the book provided.
- Volunteers will wear a 'Volunteer Helper' badge while assisting with a program. This badge will be issued at the school office at point of 'sign in'
- Volunteers can obtain an application form for a WWC Check from the school office. A passport style photograph must accompany an application, therefore the school will offer two advertised sessions for photographs to be taken (free of charge). Application forms can be lodged via any Post Office by the applicant
- Prospective volunteers for TVPS programs who already hold a WWC check with another group (eg. kinder) can obtain a 'change of personal details form' from our school office and update the information to include TVPS
- Confidentiality regarding students and staff must be maintained at all times. Any concerns about any student that arise should be referred immediately to the teacher on duty, the Assistant Principal or the Principal

## Evaluation:

- This Policy will be reviewed as part of the school's regular review cycle.