



WORKING WITH CHILDREN POLICY

Rationale:

Police Record and Working With Children Checks of employees and volunteers assist in ensuring a safe environment for our students, and are critical to maintaining high standards of professional conduct.

Aim:

To ensure all employees, and those volunteers involved in activities with potentially high levels of student contact, are responsible and of sound character.

Implementation:

- In order to maintain high levels of safety for all students and a commitment to maintaining high standards of professional conduct, it is a DEECD requirement that all new employees, including those applying for transfer or promotion undergo satisfactory Police Records and Working With Children Checks
- Clearances resulting from Police Records Checks have a 'life span' of 3 years. Employees seeking re-employment, transfer or promotion after that date will require a new Police Records Check
- Working With Children Checks are renewable every 5 years. Employees seeking re-employment, transfer or promotion must ensure that their Working With Children Check has not expired
- Employees requiring Police Records Checks will be required to organise and pay for the checks themselves
- Employees requiring Working With Children Checks will be required to submit their application themselves.
- Kambrya College Council also requires that volunteers who assist in programs that have potentially higher levels of student contact than normal (eg: camps, sleep-overs, sporting team coach, swimming programs) will also undergo a satisfactory Police Records Check and obtain a Working With Children Check.
- The Principal will decide which other groups of volunteers require Police Records Checks and/or Working With Children Checks
- Police Record Checks of volunteers will be organised, co-ordinated and paid for by the college
- Working With Children Check of volunteers will be applied for by the volunteer.

Evaluation:

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

This policy was last ratified by College Council in **October 2007**