



## Staff Employment Working with Children Checks: Policies & Procedure

### Context

St Patrick's College is a Catholic day and boarding school for boys in the Edmund Rice tradition, established in 1893. St Patrick's College is committed to providing a caring, supportive, and safe environment where every student has a place, a voice and their story is known. Edmund Rice Education Australia is committed to providing safe and supportive environments where all children and young people entrusted to our care are affirmed in their dignity and worth as a person.

### Background

Edmund Rice Education Australia (EREA), as St Patrick's College's governing authority, sets the policy framework for all EREA schools. These policies have been contextualised for St Patrick's College's particular school environment so that our policies reflect the needs of our students.

**Student** includes any person enrolled in the College, either as a day pupil or as a boarder.

### Context

St Patrick's College is a Catholic day and boarding school for boys in the Edmund Rice tradition, established in 1893. St Patrick's College is committed to providing a caring, supportive, and safe environment where every student has a place, a voice and their story is known. Edmund Rice Education Australia is committed to providing safe and supportive environments where all children and young people entrusted to our care are affirmed in their dignity and worth as a person. This policy should be read in the context of the College Child Protection and Safety Policy.

### Background

Edmund Rice Education Australia (EREA), as St Patrick's College's governing authority, sets the policy framework for all EREA schools. These policies have been contextualised for St Patrick's College's particular school environment so that our policies reflect the needs of our students.

### Source of Obligation

The Victorian Registration Standards (sch 4 cl 5 ETR Regs) (CECV Guidelines ref 5.2) require that the College complies with the requirements of the Working with Children Act 2005 (Vic) (the WWC Act), in respect of the employment of all staff at the College.

### Who Must Pass a Working with Children Check?

Under the WWC Act, subject to a number of exceptions, any worker who engages in child-related work that usually involves direct contact with a child (being a person under 18 years of age) must hold a Working with Children Check (WWC Check).



The Working with Children Act 2005 (Vic) defines "**direct contact**" as any contact between a person and a child that involves:

- physical contact; or
- face to face contact; or
- contact by post or other written communication; or
- contact by telephone or other oral communication; or
- contact by email or other electronic communication.

St Patrick's College has a **Child Protection Program** which includes policies and procedures which enable us to meet our requirements under the WWC Act.

A teacher registered with the Victorian Institute of Teaching is not required to undertake a WWC Check under this policy as they are exempt. Registered teachers, and the College, must comply with our **Conduct that is Reportable to the Victorian Institute of Teaching Policy**, to ensure that teaching staff who would fail the WWC Check (were they not exempt) are removed from employment or engagement at the College.

Further, where a teacher's registration is suspended and they must not teach, but they are employed at the College in a non-teaching capacity, they will need a WWC Check.

### **Register of Staff with a Working with Children Check**

We are required to maintain a register of employees and volunteers with a WWCC which includes each employee's:

- name
- card number
- expiry date.

**The register is maintained by the Director of Human Resources and stored online in the Human Resources File Library and in Synergetic.**

**For more details refer to Child Protection Record Keeping.**

### **WWC Protocol**

In relation to non-teaching staff, volunteers and other persons having direct contact with children, St Patrick's College must follow the *2007 Archdiocese of Melbourne Working with Children Protocol and Implementation Guidelines* available on **CEVN**.

### **DET Mandatory Reporting eLearning Module**

All employees must complete the Department of Education and Training Mandatory Reporting eLearning module. A certificate evidencing the completing of this module must be kept with the Register of Teachers. Refer to **DET Mandatory Reporting eLearning Module Portal**.



## Implementation

St Patrick's College has set up a series of compliance tasks in **CompliSpace Assurance**, to ensure that key obligations under the Victorian Registration Standards and CECV Guidelines are managed effectively.

## Related Policies

### Working with Children Checks

**Conduct that is Reportable to the Victorian Institute of Teaching**

## Additional Resources

For more information about who needs to apply for a WWC Check, see **Department of Justice and Regulation, Working with Children Check website**.

---

## Status of Policy

This policy has been developed by CompliSpace

This policy was extracted from the CompliSpace portal on 31 July 2021.

This policy has been endorsed by the College Advisory Council on [date].

This policy is due to be updated in 12 months from the date endorsed by the College Advisory Council unless required earlier.