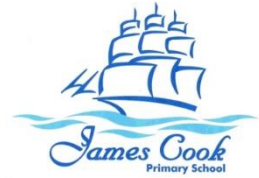


JAMES COOK PRIMARY SCHOOL COUNCIL **VOLUNTEERS, WORKING WITH CHILDREN CHECK POLICY**



Rationale:

The Working with Children (WWC) check is administered by the Department of Justice and aims to assist in protecting children from physical or sexual harm. As the WWC check prevents those who pose an unjustifiable risk to children from working with or caring for children, all James Cook Primary School volunteers must hold a valid WWC check.

Aim:

To ensure all James Cook Primary School volunteers hold a valid WWC check prior to assisting in classrooms, on excursions, camps, or any other activity where children are present.

Implementation:

- The Principal, Business Manager or delegated staff member must ensure existing volunteers are informed of the requirement to undergo the WWC check prior to any volunteer work
- WWC check is required prior to assisting in classrooms, on excursions, camps, or any other activity where children are present. (In exceptional circumstances the Principal may allow a volunteer to assist prior to receiving their WWC check if they present evidence of a WWC application)
- Volunteers are required to sign in and out at the office on each occasion they assist at James Cook Primary.
- Volunteers are required to display their WWC check card on a yellow lanyard around their neck whilst engaged in any volunteer work for James Cook Primary.
- An interim Negative Notice prevents the volunteer from entering into any child related activities at James Cook Primary
- Business Manager is to ensure a register of volunteers is maintained and suitable procedures are in place to ensure volunteers hold a valid WWC check card at all times.
- A register of volunteers is presented to School Council each calendar year.