

Yarra Junction Primary School

School Number: 3216



Working with Children and Suitability Checks

Reference DET website

<https://www2.education.vic.gov.au/pal/suitability-employment-checks/overview>

Working with Children and Suitability Checks - employees

All Victorian government schools are required to comply with the Department's policy in relation to Working with Children Checks and other suitability checks for all **employees** (both Department and school council employees) - see the Department's Policy and Advisory Library [Suitability for Employment Checks](#). Schools should **not** have a local policy in relation to Working with Children Checks or other employment suitability checks for **employees** as the Department's policy (which incorporates legal requirements under Ministerial Orders) must be followed.

The Minimum Standards for school registration require schools to:

- maintain a **register** of all staff with a Working with Children Check; and
- have **procedures** for maintaining that register.

A register of staff holding a Working with Children Check (including names, registration numbers and expiry dates) can be generated from CASES21 or schools may choose to keep a separate table or spreadsheet as their register. Schools should develop a local procedure for who is responsible for recording each staff member's Working With Children Check information in the register or in CASES21 at the commencement of employment and following up with them when the expiry date is reached.

Working with Children and Suitability Checks - volunteers and visitors

Schools are required to determine what checks will be required for **Volunteers** and **Visitors** to the school in accordance with legal requirements under the *Working with Children Act 2005* (Vic), the Child Safe Standards and Department policy.

A template Volunteers policy and a template Visitors policy which incorporate guidance about Working with Children Checks for volunteers and visitors are both available on this Portal - see [Visitors](#) and [Volunteers](#).

Implementation guide

Working with Children and Suitability Checks - employees

- Ensure that all staff with involvement in recruitment processes for both DET and school council employees are aware of and follow the Department's [Suitability for Employment Checks Policy](#) on the Policy and Advisory Library.
- Include relevant links to the Department's [Suitability for Employment Checks Policy](#) in staff induction and Staff Handbooks/manuals for relevant staff.
- Develop **procedures** for how your school will update the school's Working with Children Check register for all staff who are required to have a Working with Children Check. See the Department's [Suitability for Employment Checks Policy](#) for information about which staff members are required to have a Working with Children Check (for example, a VIT registered teacher is not required to have a Working with Children Check).

Working with Children and Suitability Checks - volunteers and visitors

- Refer to the Department's Policy and Advisory Library for policy and guidance on [Working with Children and Other Suitability Checks for School Volunteers and Visitors](#)
- Implementation guidance in relation to Working with Children and Suitability Checks for volunteers and visitors is provided in the **Volunteers** and **Visitors** pages on this Portal.