



### PURPOSE

To outline set practice when using volunteers at Portland Secondary College events, excursions, incursions and activities.

### SCOPE

This policy applies to all members of the Portland Secondary College Community.

### POLICY

The Working with Children Check Policy relates to set practice re using volunteers at Portland Secondary College events, excursions, incursions and activities. Similar practices are in place for Contractors and employees.

College Policy states that that volunteers or parents who accompany students on excursions, trips, sporting events must have a Working With Children Check (WWCC).

Current common practice at Portland Secondary College is that teachers who are responsible for organising an event/excursion/activity where parent or other adult will attend as a volunteer, are expected to sight the prospective volunteer's WWCC, and provide a copy to the relevant office staff member. The details of each WWCC is then recorded by the Operations Manager on the volunteer register located on H drive, and attached to the excursion paperwork. A hard copy of the WWCC is filed in the Volunteer Register folder. The WWCC holder is then inducted by the Operations Manager or Assistant. It is the responsibility of the Operations Manager to ensure this Volunteer Register is maintained and up to date.

Contractors to the College must also produce a WWCC. Similar arrangements are in place to collect a copy of their WWCC and this is place in the Contractor's file. All contractors are formally inducted every 12 months and this includes acceptable behaviour and contact with and around students.

A parent of a child on the excursion may attend without a WWCC check as long as they are in the company of their own child the whole time of the excursion.

If a volunteer has nominated Portland Secondary College when they have applied for their WWCC a copy of their WWCC will be sent to the College and will be added to the Volunteer register on receipt.

The College has a register of volunteers who are associated with Community Agencies. When these volunteers are used, the Agency provides the WWCC details to the College. The College maintains a register of these volunteers, which includes their WWCC details, for reference when recording an event/excursion/activity.

The H/PE department at the College has a higher proportion of events/excursions/activities than other departments and frequently include volunteers to assist staff as appropriate.

If the office is aware that volunteers are to attend an event/excursion/activity, and WWCC information has not been received, it is up to the Daily Organiser, approver of the excursion to ensure these are in



place prior to approving the event/excursion/activity. The staff member must supply this information with the event information for approval.

Should a volunteer not have a current WWCC, and not guaranteed to be in the company of their own child, the whole time of the excursion, the volunteer will be told they are not be able to attend by the Daily Organiser, Assistant Principal or Principal.

All staff are informed of this practice at the start of each year.

### PROCEDURES FOR CONDUCTING WORKING WITH CHILDREN CHECKS FOR VOLUNTEERS

1. When a parent or community member volunteers to assist in a School Activity, the staff member they speak must immediately inform them of the need to have a current Working With Children Check.
2. The staff member must take a copy of the WWCC Card and provide this to the Operations Manager who will validate the card and enter the details of the card holder on the volunteer register located on H:drive.
3. A copy of the card will also be attached to the excursion/activity paperwork.
4. The hard copy of the WWCC Card will be filed in the Volunteer Register Folder which is located in the Operation Manager's Office.
5. The staff member must then ensure that the Volunteer is booked in to an Induction session with the Operations Manager or their assistant. (unless they have already completed this in the previous 12 months).
6. It is the responsibility of the Operations Manager to ensure this Volunteer Register is maintained and up to date.
7. Should a volunteer not have a current WWCC, and not guaranteed to be in the company of their own child, the whole time of the excursion, the volunteer will be told they are not be able to attend by the Daily Organiser, Assistant Principal or Principal.

### PROCEDURES FOR CONDUCTING WORKING WITH CHILDREN CHECKS FOR EMPLOYEES

1. When a member of the community is employed in the College, the employer must immediately inform them of the need to have a current Working With Children Check.
2. The employer must take a copy of the WWCC Card and provide this to the Operations Manager who will validate the card and enter the details of the card holder on the employee register located on H:drive.
3. A copy of the card will also be attached to the excursion/activity paperwork.
4. The hard copy of the WWCC Card will be filed in the Employee Register Folder which is located in the Operation Manager's Office.



5. An Induction session with the Operations Manager or their assistant will then take place. (unless they have already completed this in the previous 12 months).
6. It is the responsibility of the Operations Manager to ensure this Employee Register is maintained and up to date.
7. Should an Employee not have a current WWCC, the employee will be told they are not be able to attend by the Daily Organiser, Assistant Principal or Principal.

### PROCEDURES FOR CONDUCTING WORKING WITH CHILDREN CHECKS FOR CONTRACTORS

1. When a contractor is employed in the College, the employer must immediately inform them of the need to have a current Working With Children Check.
2. The employer must take a copy of the WWCC Card and provide this to the Operations Manager who will validate the card and enter the details of the card holder on the contractor's register located on H:drive.
3. A copy of the card will also be attached to the workplace file
4. The hard copy of the WWCC Card will be filed in the Employee Register Folder which is located in the Operation Manager's Office.
5. An Induction session with the Operations Manager or their assistant will then take place. (unless they have already completed this in the previous 12 months).
6. It is the responsibility of the Operations Manager to ensure this Contractor's Register is maintained and up to date.
7. Should an Employee not have a current WWCC, the employee will be told they are not be able to attend by the Daily Organiser, Assistant Principal or Principal.

Maintaining all of these registers will be part of the Operation Manager's Role and will be displayed on the OHS Activities Calendar located on the wall of the Operation Manager's office. These registers are checked and updated as required or at least annually under Contractor Management.

### FURTHER INFORMATION AND RESOURCES

- Police Check Policy
- Child Safe Policy
- Duty of Care Policy
- Volunteers Policy
- Visitors in School Policy

### REVIEW CYCLE

DATE	VERSION	RATIFIED BY	NEXT REVIEW
Oct 2018	2	Portland Secondary College School Council	Sept 2020