



# MENZIES COMMUNITY SCHOOL

*Pukulpa Nintirrinkula*  
Happy Learning

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## MENZIES COMMUNITY SCHOOL WORKING WITH CHILDREN POLICY

### PURPOSE

To provide a safe environment for students at the school.

To ensure that school staff, parents, relatives, visitors and volunteers comply with the Working with Children legislation.

### RATIONALE

The introduction of the Working with Children legislation is intended to promote safety of children within the community and whilst they are undertaking educational and recreational activities. This policy outlines the school's approach to complying with these requirements.

### DEFINITIONS

**Staff** - Any person (full-time, part-time or casual) working at the school in the capacity of a paid employee. This includes teaching, administration, gardening, cleaning and canteen staff.

**Parent** - The parent or identified guardian of a child registered at Subiaco Primary School. This may include step-parents or carers allocated by the department of community services.

**Relative** - Any relative (direct or in-law) of a student enrolled at Subiaco Primary School.

**Visitor** - Any visitor to the school including contractors conducting works, persons conducting incursions or invited guests at the school.

**Volunteer** - An adult who offers services for school activities, but receives no remuneration from the school for the services provided. This may include parents, guardians, relatives of a student and community members.

### GUIDELINES

#### General Guidelines

Contact with children includes

Physical presence ie being in the same environment as/personally interacting with the child.

Verbal contact whether by phone or in person; or

Electronic communication such as email or text messaging.

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### *Our Vision*

In partnership with our families, Menzies Community School provides a supportive learning place to build students of culture and character who contribute to the world.



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## **Exemptions**

Parents undertaking volunteer work or assisting at the school where their child is currently enrolled (see section below – Parents)

Relatives/volunteers not meeting the 5-day threshold. This means that the person will be expected to have contact with children on less than 5 working days in one calendar year.

Short-term visitors to WA carrying out child related work for 2 weeks after their arrival but not for more than 2 weeks in any twelve month period.

## **Teaching Staff**

All teaching staff must be members of TRBWA and have completed the Working With Children check as part of their membership application/renewal.

Allied Professionals must have completed the Working with Children's Check as part of the screening process.

## **Parents**

Parents of children currently enrolled at and attending the school may undertake volunteer work without having a Working with Children check. This includes, but is not limited to, umpiring sport events, assistance with classroom activities (even if their child is not in that class) and assistance for excursions.

Parents may transport children in connection with an activity in which the child ordinarily participates. However, this must be done in accordance with the existing Department of Education and Training procedures on transportation of children.

## **Volunteers**

Volunteers will usually be parents or relatives of children at the school and therefore will be covered by the above requirements.

Volunteers who are relatives or community members who might expect to be in contact with children for more than 5 occasions during that year should apply for the check as a volunteer.

Members of the community who undertake a volunteer role for more than 5 occasions in a year must complete the Working with Children check prior to undertaking any volunteer activities.

## **School Camp/Overnight Excursions**

All staff, volunteers and parents attending a school camp or overnight trip must have a Working with Children check. There are no exceptions.





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## **How to Apply for a Working with Children Check**

- Obtain an application form from a post office
- Have the form signed to confirm that you will be undertaking child related work  
Collect 100 points of identifying information
- Lodge the application; photos will be taken at the time of lodging the application

Provide the receipt of application to the School Principal as evidence of your application. The receipt for application is acceptable whilst an application is being processed however the card should be shown as soon as it is received.

## **Confirming the Working with Children Check**

Volunteers who are required to have the Working with Children check and who are required to commence their role immediately must provide their receipt of application for the Working with Children Check to the school prior to commencement. The Working with Children card should be presented as soon as it is received.

The School Principal should monitor all volunteers who have only provided a Working with Children application receipt for their first 5 occasions of service. If their Working with Children Card is not presented within this time they may be required to cease their role until the check is confirmed.

## **REFERENCE**

Working with Children Check legislation and information sheets  
([www.checkwwc.wa.gov.au](http://www.checkwwc.wa.gov.au))

