

Date: March 2019
VRQA:

WORKING WITH CHILDREN CHECK POLICY

This is a whole of DET policy

<https://www.education.vic.gov.au/hrweb/employcond/Pages/crimcheck.aspx>

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|---|--|
| Date Reviewed: (School Council Endorsement) | |
| Date of Last Review | |
| Next Review Due Date | |
| Responsible for Review | |
| Frequency of Review | |
| References | |

FLOWCHART for WORKING WITH CHILDREN CHECKS

NB:

It is mandatory that
All volunteers and locally
Employed staff hold current
Working with Children Checks.

Business Manager has primary
responsibility for checking and
processing WWCCs.

All Administration staff are also
responsible for fully
implementing this process in
the event of the Business
Manager's absence or at the
instruction of the Business
Manager.

