

Working with Children Check Policy

Implementation guidelines



Our Lady Star of the Sea is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

Guidelines for implementation

Schools need to consider the range of people involved in direct child-related work and develop a process for ensuring that all necessary Working with Children Checks will be made and recorded. Schools must incorporate this into their procedures. This will include people from those occupations within the [list of occupational fields](#) identified in the Working with Children Check (WWCC) legislation.

When is a Working with Children Check not required?

- A parent volunteering in an activity in which their child is participating, or normally participates, does not need a WWCC.
- Those closely related to **all** of the children with whom they are undertaking child-related work do not need a WWCC. Closely related means either a parent or step-parent, spouse or domestic partner, grandparent, mother-in-law or father-in-law, uncle or aunt, brother or sister (including half-siblings, step-siblings, brothers or sisters-in-law).
- Victoria Police or Australian Federal Police (AFP) officers do not need a WWCC. However, this exemption does not apply to those who are suspended or dismissed from Victoria Police or the AFP.

For more information, refer to the WWCC [exemptions guide](#).

VIT registered teachers continue to be exempt from holding a WWCC, but must notify Working with Children Check Victoria (WWCCV) of any child-related work they do outside their school or early childhood service-based position (whether paid or voluntary). If a teacher's VIT registration is suspended or cancelled, WWCCV may notify the organisations listed that the teacher exemption no longer applies. To notify WWCCV of their other child-related work, teachers must complete the 'Teacher notification' form.

Responsible director	Director, Catholic Mission, People and Culture
Policy owner	General Manager, Employee Relations
Approving authority	Director, Catholic Mission, People and Culture
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