

St Margaret's Primary School East Geelong, 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), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

## 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 WWCC 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.

**NOTE:** *A parent or close relative, who is engaged in an activity in which their child participates, is not required by law to have a WWCC Check.*

*Keeping in mind that the WWCC is a minimum standard for those engaged in child-related work and will be supported by our school policies and procedures to keep children safe.*

**However,** *St Margaret's Primary School will impose more rigorous requirements through our policies and practices, even where that is not required by law. This will mean adopting a policy that all individuals working within St Margaret's School, are required to have a WWCC irrespective of the duties they perform and the frequency and extent of their direct/indirect contact with children.*

*Implementation Adapted: 26/5/21*