



ST MARY'S CATHOLIC PRIMARY, ASCOT VALE

WORKING WITH CHILDREN POLICY

July 2016

St Mary's School has a strong commitment to child safety as is reflected in our Vision Statement: *"Each child has the right to feel happy, safe and valued"*. We continually strive to ensure that every child is safe from harm including all forms of abuse. We exercise zero tolerance to abuse.

RATIONALE:

- Police record checks of employees and volunteers assist in ensuring a safe environment for our students, and are critical to maintaining high standards of professional conduct.

AIMS:

- To ensure all employees, and those volunteers involved in activities with potentially high levels of student contact, are responsible and of sound character.

IMPLEMENTATION:

- In order to maintain high levels of safety for all students and a commitment to maintaining high standards of professional conduct it is a requirement that all new employees, including those applying for transfer or promotion undergo a satisfactory police records check.
- Clearances resulting from police records checks have a 'life span' of 3 years. Employees seeking re-employment, transfer or promotion after that date will require a new check, those seeking re-employment, transfer or promotion within the 3 years, are required to present the original clearance as well as sign a Statutory Declaration indicating any proven or pending criminal offences since the applicant signed the last police records check form.
- Employees requiring police records checks will be required to organise and pay for the checks themselves.
- Volunteers who assist in programmes that have potentially higher levels of student contact than normal (e.g.: camps, sleep-overs, sporting team coach, swimming programmes) will also undergo a satisfactory police records check.
- Police record checks of volunteers will be organised, coordinated and paid for by the school.
- Reasons for volunteers to undertake police records checks, as well as the fact that volunteers on camps etc have all undergone satisfactory police records checks, will be publicised in the school newsletter.

EVALUATION:

This policy will be reviewed as part of the school's three year review cycle.