



montessori school

Criminal History Check, Working with Children Check and Confidentiality Declaration Policies

1.1 Introduction

Banksia implements this policy to ensure that all employees, members on the School Council and volunteers are adequately screened before being able to work or volunteer at the school.

1.2 Staff

All teaching and non-teaching staff are required to have a current Police Clearance Check and a Working with Children Check (WWCC) before being able to work at the school.

The Working with Children (Criminal Record Checking) Act 2004 aims to protect children from harm by providing a high standard of compulsory national criminal record checking for people wishing to do paid, unpaid or volunteer child-related work in WA.

1.3 Volunteer Council Members

All Council Members are required to have a current National Police Clearance.

The process of getting National Police Clearances for all council members is undertaken after the AGM, and again during the year as and when new members join the council.

New Council members must provide their full name, date of birth and driver's licence number to the School Administrator so that this can be undertaken.

School Council Members who are not parents are obliged to acknowledge their receipt and understanding of the School's Code of Conduct for Parents/Guardians and Council Members, Child Protection Policy, Behaviour Management Policy, Anti-Bullying Policy, Grievance Resolution Policy and Duty of Care Policy.

1.4 Other volunteers

Parents involved in volunteering in their child's school on a non-regular basis are exempt from requiring a WWC Check. However, in situations where a parent volunteer regularly fulfils a role that involves child-related work then that parent must obtain a WWC Check.

For specific volunteering position the Principal and/or School Council may decide a WWC Check is required and will be paid for by the School.

All volunteers also need to complete the Confidentiality Declaration form before being allowed to work in the classroom.

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| Signed by Chairperson: | Council Approval Date: 7 February 2018 |
| | Council Review Date: February 2021 |