

# Heidelberg Primary School

## Working With Children Procedures

(Orange Card 2019)

### Introduction

Recent Legislative changes mandate that any personnel on site at Heidelberg Primary School (HPS) who might possibly interact with students must complete certain documents and must be able to produce a current Working With Children check. This includes staff, contractors, volunteers and some unaccompanied visitors.

The required documents are to ensure all members of our school community, (i.e. visitor, contractor or volunteer, the staff and students) understand how to keep themselves and others safe from harm.

It is important to note that the required documents only need to be completed once each calendar year. A record of who has met the requirements listed below will be held at the school office.

For the purposes of this document:

**Employee** - an employee of the Department of Education

**Contractor** - a person employed directly by the school to complete specific tasks for payment

**Volunteer** - a school worker who engages in tasks without reward or payment voluntarily

**Visitor** - a person with a lawful reason to be on school grounds who is not a member of any of the above groups for the purpose of the visit.

*The four required documents are:*

Document 1: A current Working with Children Card (WWC)

Document 2: A completed Occupational Health and Safety (OHS) Induction relevant to their role

Document 3: A completed Child Safe Standards Code of Conduct document.

Document 4: For contractors only, copies of relevant qualifications, licenses and insurances

### Document 1.

The procedure for volunteers to obtain a Working With Children Check can be found here:

<http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/>

The card is free for volunteers, and is valid for five years.

Evidence of application for a WWC will be acceptable for the purposes of obtaining a Blue Card, although the card should be produced at school once the WWC is issued.

For those personnel who already have a WWC, move to step 2

### Document 2

All personnel are required to read the relevant induction handbook, then complete an OHS induction checklist. There is a different Induction document for each group of onsite personnel - employees, volunteers & visitors or contractors

Induction documents for all groups are available from the school office on request, or can be downloaded from the school website here: <http://www.heidelbergps.vic.edu.au/bluecard>

Contractors will be sent a copy of the Contractor's OHS Handbook along with a school purchase order at the commencement of works.

### Document 3

All onsite personnel must complete a Child Safe Standards Code of Conduct.

This document outlines our school's commitment to the safety and welfare of the children in our care, and invites all staff, volunteers, contractors and visitors to our school to share this responsibility. The document outlines acceptable and unacceptable behaviors that will achieve this aim. This document is available from our website [Volunteer Code of Conduct](#) or from the school office.

### Document 4 (Contractors only)

Before starting any work at HPS, all contractors must provide copies of licences, qualifications and insurances as listed on the Contractors OHS Induction document.

This includes a copy of current contractor's Public Liability Insurance Certificate of Currency (minimum \$10 million), copy of the current Workers Compensation Insurance Certificate of Currency and Safe Work Method Statements

There are two methods for obtaining these documents.

The first method is online, the second is in person at the school office.

#### *Online*

As mentioned above, the required school documents are available from our school website.

Copies of completed documents can be emailed to

[heidelberg.ps@edumail.vic.gov.au](mailto:heidelberg.ps@edumail.vic.gov.au)

You will be allowed onsite once it has been confirmed your documentation is complete and satisfactorily completed.

#### *In Person*

You are able to collect the school documents from the school office. You will be allowed onsite once it has been confirmed your documentation is satisfactorily completed.

#### *I have a question.*

Questions about this new procedure should be directed to

[heidelberg.ps@edumail.vic.gov.au](mailto:heidelberg.ps@edumail.vic.gov.au) or to the school office.