

REGISTRATION FOR WORKING WITH VULNERABLE PEOPLE POLICY

Staff use only

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REGISTRATION FOR WORKING WITH VULNERABLE PEOPLE POLICY

1. Purpose

To define the process to apply to people attending the school under the *Registration to Work with Vulnerable People Act 2013*.

2. Policy Objective

Under the *Registration to Work with Vulnerable People Act 2013* persons undertaking work in a regulated activity are required to be registered every 3 years. A regulated activity is a child related service or activity.

3. Requirements

Any person going beyond the school office between the hours of 9am and 3pm, must present their Registration for Working with Vulnerable People (RWVP) card to office staff and sign in. Please present to the office where you will be asked to sign the visitor book and obtain a visitor badge. Office staff will place your RWVP card into a lanyard which must be worn at all times with the visitor badge for ease of visibility for staff and students. Copies of cards will not be held at the school office so it is essential that you bring your card with you. At the completion of your visit, please sign out and return your visitor badge and lanyard to the office.

To avoid disruption to classes, parents/carers who wish to drop off items to their child/ren during school hours will be asked to leave these items at the school office. Office staff will ensure delivery to the classroom.

As part of the Minor Excursion Details and Risk Management process, teaching staff are required to sight and check the RWVP card of all adults accompanying them on an excursion before entering their names on the Risk Management Form.

4. Roles and Responsibilities

4.1 EXAMPLES WHERE REGISTRATION IS REQUIRED UNDER LEGISLATION:

- All DoE employees;
- School Nurses;
- School bus drivers;
- Volunteers – over the age of 16 (including but not limited to);
- In the school canteen, uniform shop, library, PALs, excursions, walkathons, helping with gardening, cooking, swimming carnivals, athletics carnivals, sporting competitions, school fairs when working on a stall.
- Volunteer members of the school association and associated committees (including P&F).
- Parents/carers signing in a late student who wish to accompany their child to class;
- Parents/carers signing out a student who wish to collect their child from class or school grounds during school hours;
- Mentors and tutors;
- Person on work experience placement over 18 years of age;

- Instructors or leaders of before school/after school/vacations care activity programs organised in conjunction with the school for its students and that take place at the school;
- Contractors (eg. electricians, plumbers, builders) and service providers (eg. medimobile, school photographers) on site during school hours must present their RWVP card to office staff when signing in. If they do not hold a RWVP card a DoE employee with a current RWVP card must be present at all times to provide direct supervision to that contractor;
- Performers/entertainers/presenters engaging and interacting with students are required to have RWVP, ie not on stage at assembly with Teachers supervising; and
- Operators/exhibitors providing a service at school fairs ie. face painters, dodgem car operators.

Delivery staff are not required to sign in due to the short amount of time they are on site, however if they do not hold a current RWVP card and are going beyond the school office (eg. to the canteen or delivering furniture to a classroom) a DoE employee with a current RWVP must be with them at all times to provide direct supervision to that individual/s

4.2 EXAMPLES WHERE REGISTRATION IS NOT REQUIRED UNDER LEGISLATION:

The requirement for RWVP does not apply in the following situations:

- Children under 16 years of age;
- Parents/caregivers:
- Dropping off or collecting children outside of school buildings before or after school, or short periods of settling children in class where the teacher is present.
- Attending a Launching into Learning (LiL) or pre-kinder session with their own child where a DoE employee with a current RWVP is present.
- Attending school events (assemblies, school sports carnivals, plays and concerts) where they are not direct participants and/or do not assist in the organisation or execution of these events.
- Attending school for a parent/carer information evening, parent/carer teacher interviews or to hear a guest speaker.
- External providers working within the fenced area of a construction project where the DoE or a school/business unit engages a construction company as a principal contractor;
- An emergency management worker engaged in the regulated activity for the purposes of dealing with an emergency;
- Contractors outside of school hours are not required to have RWVP; and
- Contractors within barriers/fenced off areas are not required to have RWVP.

A Principal or site manager may allow a person who has 'incidental contact' with children to be engaged in a child related activity (other than an overnight camp) provided a DoE employee with a current RWVP is present at all times to provide direct supervision to that individual e.g. a guest speaker/presenter not providing or being paid to provide a regulated activity.

Where a person has 'incidental contact' with children and does not have RWVP, a Principal or Manager is to ensure appropriate risk assessment and mitigation strategies are in place to ensure no risk of harm to children.

DoE does not accept the 7 day exemption, RWVP from other States or use of a Statutory Declaration.