



Working with Children Check Procedures

A current satisfactory Working with Children Check E (Employment) is required by all teaching staff, non-teaching staff, learning support officers (LSOs), administration officers, external providers and contractors (such as trade people).

A current satisfactory Working with Children Check V (Volunteer) is required by those volunteers who assist in the school environment such as in the classroom, excursions and camps, sporting events and maintenance. The volunteer must apply or update their WWC Check to indicate that it will include volunteering at St Joseph's School Coleraine.

It is the responsibility of the Principal or delegate to ensure prior to employment or provision of service that any prospective new employees or external providers and contractors or volunteers are compliant with their WWC Check. (Note: if a person is registered with the VIT this replaces the requirement for a WWC Check).

A National Police Check may also be required depending on the nature of the work or scope of volunteering.

WWC Checks are valid for 5 years from the date of issue.

It is the responsibility of each staff member, and other workers and volunteers to ensure that their registration is current.

An electronic register will be maintained on the school administration system. The administration officer will check the register each term and will inform the Principal and contact the relevant person if their WWC Check will expire within the two months.

Any staff member or volunteer who does not have a current WWCC will be removed from their duties.