



POLICY CONTROL HISTORY

RELIEF STAFF AND TUTOR CLEARANCE REQUIREMENTS POLICY	
Adopted by: Principal	Review date: 05/10/2023
Scheduled review date: 05/10/2024	Scheduled review date: 05/10/2024

Relief Staff/Tutor/Volunteer Clearance Requirements

The College is committed to ensuring, as far as is possible, that people who work with children have been the subject of careful checking processes. The College undertakes referee checks and requires that all employees have a Working with Children Cards (Criminal Record Checking) Act 2004. This policy adheres to the guidelines set out in the National Principles for Child Safe Organisations 2020.

All relief teachers, relief Education Assistants, office and support staff, music tutors and Learning Enhancement Centre Tutors who are over the age of 18, must be in possession of a current, valid Working with Children Card or be in possession of a receipt showing that they have applied for a Working with Children Card before having contact with students at the College. All relief teachers are required to undertake a Federal Police Clearance in order to obtain registration with the Teacher Registration Board of Western Australia and as such the College does not require that they obtain a further police clearance.

Parent and other volunteers must also be in possession of a valid Working With Children Check Card. All new volunteers must attend the Volunteer Information Session held once a term as per the college calendar to be able to volunteer at Atlantis Beach Baptist College.

Procedure

The College Office Manager will:

- obtain a copy of the Working of Children Card (WWCC) or receipt and check validity on the Working with Children website
- check the details of the relief staff/tutor/volunteer on the Working with Children Card Register
- periodically check that the WWCC is current and valid
- notify the Principal if any relief staff/tutor/volunteer has had a relevant change in their criminal record
- send reminder notices to relief staff/tutor/volunteers six months prior to the expiry of their WWCC

Links to Relevant Legislation

[Working with Children \(Criminal Record Checking\) Act 2004](#)

[Working with Children \(Criminal Record Checking\) Regulations 2005](#)

[Explanatory Memorandum, Working with Children \(Criminal Record Checking\) Bill 2004](#)