

Working With Children Suitability Check Flowchart for Schools

Is the person working or volunteering at the school or in a school activity when children are present or reasonably expected to be present (online or face-to-face)?

Yes

No

The contact with a child is indirect and occasional or incidental to the work performed

For example: fete/fundraising activities, tradespeople, working bee, parents and friends clubs, etc.

This is **child-connected work** defined as:

- work authorised by the school and performed by an adult in a school environment (including online and offsite school activities, such as school camps) while children are present or reasonably expected to be present.

It is the responsibility of the principal to determine if a Working with Children Clearance is required, considering the child safety risks relevant to the person's role.

In assessing what suitability checks should be undertaken, schools must consider the child safety risks relevant to the volunteer or visitor's role and the school's visitors and/or volunteers policy.

For further information see the [Working with Children Checks and other Suitability Checks for School Volunteers and Visitors Policy](#)

The contact usually involves direct work with a child (face to face or online)

Examples of child-related work activities

- Attendant care
- School camps
- Excursions (including swimming)
- Literacy and numeracy support
- Homework clubs, breakfast clubs, lunch clubs, leadership or cultural workshops and other student support activities
- Distance education
- an Early Childhood Education and Care service on school grounds (e.g. kinder or playgroup)

Examples of child-related work roles

- Classroom or library assistant
- Sporting, musical or other extracurricular coaches
- Canteen and uniform shop assistant
- Allied health or NDIS therapists
- Department staff who are working with children
- Special Religious Instruction instructors
- Chaplains
- School camp or excursion support
- Mentors and guides from partner organisations
- Volunteering in the classroom (in any capacity)

This is **child-related work** defined as work that:

- involves an adult working with children under 18 years old (both paid and unpaid work)
- usually involves direct contact with a child or children, including physical, face-to-face, written, oral or electronic contact and
- the contact with the child or children is a usual part of the person's duties and is not occasional direct contact which is incidental to their work.

Working with Children Clearance are legally required for child-related work unless an exemption applies

Schools must **also** consider the child safety risks relevant to the volunteer or visitor's role in assessing what **other** suitability checks should be undertaken.

A Working With Children Clearance is not legally required but the school should consider the child safety risks and any other suitability checks relevant to the volunteer or visitor's role (e.g. qualifications, identity, criminal record check if working with finances etc) and the school's visitors and/or volunteers policy.

Is the person exempt from a Working with Children Clearance?

A person is exempt from needing a Working with Children Clearance if they are any one of the following:

- a registered teacher in Victoria
- a parent volunteering in an activity with their child
- under the age of 18
- a student who is 18 or 19 years old volunteering or on placement, organised by an educational institution
- closely related to all the children they are undertaking the activity with
- a Victoria Police or Australian Federal Police officer

Even if a person is legally exempt they may still be required to get a Working with Children Clearance if the school requires it as part of their Visitors Policy or Volunteers Policy.

This ensures that volunteers and visitors are adequately screened, considering the child safety risks relevant to the person's role.

The department **recommends that schools require anyone who volunteers regularly or who assists with excursions, camps or similar events** obtain a Working with Children Clearance given the contact volunteers may have with other students in these situations.