

BACKGROUND CHECK ON STAFF AND VOLUNTEERS POLICY

This policy is informed by:

- CMS Volunteers Policy (*reviewed 2020*)
- http://www.det.act.gov.au/_data/assets/pdf_file/0003/501249/Working-with-Vulnerable-People-Information-for-volunteers.pdf
- http://www.tqi.act.edu.au/_data/assets/pdf_file/0005/758840/Code-of-Professional-Practice-and-Conduct.pdf

Statement:

Canberra Montessori School is committed to providing a safe and positive environment for students to learn.

Rationale:

Canberra Montessori School recognises the safety of our students is imperative, as such the students at our school are protected when on the premises. The introduction in the ACT of the *Working with Vulnerable People (Background checking) Act 2011* determines this policy and is inclusive of external service providers to our school.

Requirements to work at, volunteer or visit CMS:

- CMS conditions of employment require staff to have a Working with Vulnerable People (WWVP) check to commence work at our school.
- Volunteers, depending on the frequency of their direct contact with students are required to have a WWVP card.
- Visitors and external providers are required to present a WWVP when signing in at the office. In the event that a visitor or external provider does not have a WWVP card, a staff member escorts the individual to and from the necessary areas of the school and ensures constant supervision.

Code of Conduct:

- Staff at CMS adhere to the *Code of Professional Conduct and Practice for ACT Teachers*.
- Visitors and volunteers adhere to the *CMS Visitors and Volunteers Code of Conduct Policy*.

Circumstances in which registration is not required for volunteers or visitors:

According to WWVP information no registration is required for volunteer or visitor activities in circumstances where:

- A regulated activity such as a child education service is not being provided, or
- There is no contact with children, or
- Contact would not reasonably be expected and is incidental, or
- Contact is limited in frequency (up to 3 days per month or 7 days per year), or
- Contact is limited to telephone contact, or working with a record of a child

Approved by:	Date:	Next Review Date:
Principal	1/2/2023	1/2/2025