**Working with Vulnerable People**

The Florey Primary school community may be aware that the *Working with Vulnerable People (Background Checking) Act* 2011 strengthens protection for children and young people. From 7 November 2013, a person who has contact with children in certain circumstances must be registered with the Office of Regulatory Services (ORS).

All ACT Education and Training Directorate school-based staff and a number of staff who are not school-based but fall within the requirements of the Working with Vulnerable People Act are required to be registered. These include teachers, learning support assistants, front office staff etc. Registration has been progressively undertaken during 2013.

Some circumstances will require volunteers and other visitors to schools who are working with children to be registered with ORS. Information will be available on the Directorate’s website at the beginning of term 4 2013 to clarify these circumstances. Volunteers who regularly work with children in classrooms and other school activities will need to be registered.

While a number of members of the school community may already have taken steps to register with ORS, others will need to consider whether this is required for their participation in school activities. If you are unsure whether you need to be registered, please contact the school principal or visit [www.ors.act.gov.au/community/working\_with\_vulnerable\_people](http://www.ors.act.gov.au/community/working_with_vulnerable_people)

Parents and members of the community make a valuable contribution in a diversity of roles. Florey Primary looks forward to your continued support in whatever capacity you choose.

**FAQs on Volunteers and Visitors for Schools**

**1. *Who needs to present a WWVP registration card?***

(1) Does their work involve providing an education service to children? A visitor undertaking building maintenance or repair services for example is not providing an education service and does not need to have a WWVP card.

(2) Does their work involve making contact with children? ‘Contact’ is interpreted broadly. If so, the person will need to have a WWVP card unless they meet an exemption provision such as contact with children is no more than 3 days per month or 7 per year (the frequency test).

(3) Further information can be located on the Index Governance page and the School Legal Information Manual (SLIM).

**2. *How do I know if a volunteer or visitor has had the check?***

If they have a WWVP card, they have had the check meaning they can work with children without any restriction provided the card is endorsed General Registration (otherwise they must be restricted to any conditions on the card). If they have applied for a card but have not yet received it, they have not yet had the check. However see (3) for information about transition arrangements.

**3. *What if a volunteer or visitor presents at the front counter without a card?***

Some volunteers and visitors do not need a card to do their work. See (1).

For those who not exempted, if they can demonstrate they have applied for a WWVP card, while they are waiting to receive their card, they can undertake activities under the supervision of someone who is registered with the Office of Regulatory Services (and does have the card). The principal will decide what supervisory arrangements are appropriate. However see (4) about the new nomination form for volunteers and for visitors required by the revised policy and procedures applying to volunteers and visitors. Further information for schools is located on Index/Procedures.

**4. *Do all volunteers and visitors need to complete a nomination form?***

Yes. There is a revised form which must be completed by all volunteers and visitors whether making their first visit or regular attendees at the school.

New volunteers and visitors must not make contact with children until they have completed the nomination form, ***whether they have a WWVP card or not***.

For existing volunteers and visitors, schools can record details on previously completed nomination forms including the WWVP card number, the type of registration on the card and the date of issue. The new nomination form can be taken away and returned at a later date.

**5. *Do all volunteers and visitors need to sign in each day they attend the school?***

Yes. This is not only for security purposes but also for administrative and insurance purposes.

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