

# Suitability Check Flowchart for Schools

NOTE: Patterson Lakes Primary School and the School Council have established and implemented school-level procedures to assess, verify and maintain the suitability of adults who engage in child-connected work. This is regularly checked and maintained by the office administration staff. On the WWCC website there is a system for creating a school base spreadsheet and running a check on the validity/status of all the WWCC entered. This is completed at the beginning of each term and the spreadsheet is updated, printed and placed in the WWCC folder.

NOTE: On the day of an incursion/event all visitors are required to have a current and valid WWCC. These checks are completed by the office administration staff on the day of the incursion/event.

Is the visitor/volunteer likely to have any contact with children while performing their work duties?

YES

NO

What is the nature of the work/engagement?

Suitable identification and screening checks, if any, relevant to the role should be undertaken and risks identified.\*\*

## Child-related work

Work that usually involves direct contact (including phone, written and online communication) with a child as part of work duties.

(e.g. attendant care, school camps, excursions (including swimming), literacy and numeracy/classroom support, sporting/musical and other extra-curricular assistants and coaches, breakfast/lunch clubs and other student support activities, canteen assistant, Allied health/NDIS therapists, Departmental Staff who are working with children, SRI, Distance education)

## Child connected work

Work duties that only involve occasional direct or indirect contact with children that is incidental to the work.

(e.g. fete/fundraising activities, tradespeople, working bee, parents and friends clubs.)

**A Working with Children Check is legally required.**

Suitable identification checks relevant to the role should also be undertaken and risk identified\*\*

**The Person is exempt from a Working with Children Check due to higher level of screening for their profession.\***  
(e.g. teachers, police officers)

Suitable identification and screening checks relevant to the role should also be undertaken and risks identified\*\*

**Requiring a Working with Children Check is at the discretion of the school principal.**

Other suitability and identification checks, if any, relevant to the role should be undertaken and risks identified\*\*

NOTE: A Working with Children check is recommended where the visitor/volunteer will regularly be present at the school and/or children can reasonably be expected to be present.

NOTE: Parents are legally exempt from the requirement to hold a WWC check when volunteering in an activity in which their child normally participates. In these cases requiring a WWC Check is at the discretion of the school – but it is recommended in most circumstances where the parent is regularly involved in the volunteer activity and working directly with children and/or the nature of the activity poses a higher risk, e.g. overnight camps, swimming, or activities involving close contact, etc.

\*For further information on who is exempt from requiring a WWC see: [Working with Children Check - Exemptions](#)

\*\* For further information on appropriate suitability and identification checks see: [SPAG Suitability Checks for School Volunteers and Visitors](#)