



# WEST WIMMERA SHIRE COUNCIL

## Memo – Kindergarten Families

**To:** All West Wimmera Shire Council Kindergarten Families  
**cc:** Tracey Bone, Early Years Coordinator  
Tammy Smith, Human Resource Manager  
**From:** Ashley Roberts, Director Corporate and Community Services  
**Date:** 2 April 2019  
**Re:** **Working With Children's Checks**

---

WWSC encourages all families to participate in their child's learning and welcomes their attendance at services. However, we do require compliance to this notification.

Changes to the Working with Children's Act Legislation require that all Adults (over 18 Years) whom come into contact with children under 18 years, at Council provided Services must have a valid Working with Children's Check.

### **This includes:**

- Volunteers at Early Years Services, such as parent helpers during class sessions and working bees.
- Parents, Guardians and Visitors whom attend the Services, whilst Children are present, that is outside of drop off and pick up times.

### **Examples of Situations where Volunteer Status Working with Children's Checks are required:**

- Parent's whom remain at the service when the other parent/guardians have departed.
- Visitors such as Grandparents, Aunt's etc. whom attend the Service outside of drop off and pick up times.

### **Registering Your Working With Children Check Number:**

Parents, Guardians, Visitors and Volunteers are required to register their Working with Children's Check Number with the Educator, before volunteering or attending the Service outside of drop off and pick up times.

The names and numbers will be recorded on a Working With Children Status Checker Spreadsheet and regularly verified to ensure all checks are valid and have not expired or been cancelled.

Failure to comply with this notice, will limit your access to the service to only Drop Off and Pick Up Times.

If you have any questions please contact Tracey Bone, Early Years Coordinator on 0408 471 324.