

Suitability Check Flowchart for Schools

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](#)