

Extracts from contracts of employment and Positions Descriptions referring to Working With Children and/or VIT registration (in place as of Jan: 2006 till current)

Contracts

School Assistants/Nurses/House Assistants (ie non teaching staff working with students)

As your role will involve regular and direct contact with children, this offer is conditional upon the production of a Working with Children Check Card (**Employment**) from a Working with Children Check.

It will be necessary for you to allow the School to sight your Working with Children Check Card. A copy will be retained by the School.

It is a condition of your contract that you maintain a valid Working with Children Check Card. Should you fail, or be unable, to do so, there will be no option but to terminate your contract summarily.

All other Non-teaching staff

As your role will involve regular and direct contact with children, this offer is conditional upon the production of a Working with Children Check Card (**Employment**) from a Working with Children Check.

Teaching staff contract of employment

Your appointment to the teaching staff at Geelong Grammar School is subject to you being registered to teach in Victorian non-government Schools with the Victorian Institute of Teaching (VIT).

Position Descriptions

Non Teaching staff

MANDATORY WORKING WITH CHILDREN CHECK -

All employees of Geelong Grammar School must undertake a Working with Children Check prior to appointment.

Teaching staff

MANDATORY WORKING WITH CHILDREN CHECK:

All employees of Geelong Grammar School must undertake a *Working With Children Check* prior to appointment or have current VIT Registration.

Further information on the processes are defined within the recruitment guidelines and policies.

Malcolm Leigh-Smith
Human Resources Manager
7th May, 2015