



‘Truth and Courage’

Inspired by the legacy of our Patron St Francis Xavier captured in the words *“What more can I be or do for Christ”*, the Vision of the College is to provide our staff, students and their families with a rich experience of a Catholic learning community and encounter with Jesus. It is this encounter with Jesus that calls us to a spirit of evangelisation through education.

Working with Vulnerable People Check (ACT) (WWVP) and Visitors to School

St Francis Xavier College adheres to the attached Working with Vulnerable People Check (ACT) and Visitors to Schools Policies which can be accessed via the following link.

[Working With Vulnerable People Check Policy \(ACT\)](#)
[Visitors to Schools Policy](#)

The implementation of **CACG Working with Vulnerable People Check (ACT) and Visitors to Schools Policies** at College level are contained within our **Statement of Practice** which has been endorsed by the Executive and Community Council of the College.

St Francis Xavier College adheres to managing the rights and safety of students, staff, and visitors to St Francis Xavier College.

Procedure for staff engaging in work at the College:

- All workers are expected to know and adhere to the CE, WWVP Policy as it pertains to the regulated activity with students both at school and when supervising students off site.
- The College will keep a record of all workers WWVP details, and these will be regularly updated. A list of all workers WWVP details will be recorded and stored by Records.
- The College will ensure that all workers are informed that they must carry their WWVP Card at all times.
- It is the workers’ responsibility to renew their WWVP registration prior to expiry.
- Teachers must upload their WWVP registration and any renewals to [TQI](#)
- Teachers and support staff must upload their WWVP registration and any renewals to ESS under ‘Compliance Registration’ with a copy of confirmation of their card, or email from Access Canberra.
- A worker must inform the Principal if their WWVP registration is suspended, amended, or cancelled. CE will then be informed.

Procedure for visitors or outside parties entering the College or working with students off site:

- A visitor, may or may not hold a current WWVP Card.
 - A visitor or outside party with a current Working with Vulnerable People (WWVP) card will produce this at Front Reception.
 - A visitor or outside party without a current Working with Vulnerable People (WWVP) card will need to be escorted at all times by a member of the College with current WWVP registration.
- Staff at Front Reception will record WWVP details of all visitors. Staff will site the WWVP card, take a copy and be stored by staff.
- Should a visitor refuse to have their WWVP card copied, the full details of the visitor will be recorded and stored including the registration number of the WWVP card and vertical number printed on card.
- Staff at Front Reception must ensure visitors sign in on arrival. They will be issued visitor identification, and wear this during their visit. They will then return it when signing out.
- The College may determine if sign in/out is not required for large groups of visitors that will be supervised during their visit.
- Visitors are not permitted at whole school events; Community Day, Swimming Carnival, Athletics Carnival, unless this is negotiated with the Principal or delegate.
- BSSS AST supervisors are present in the College in September each year and are exempt from needing current WWVP registration.
- Visitors performing specific duties may be required to provide additional documentation, e.g., White Card, Working at Heights Card.

Related CACG Documents

[Child Safety Policy](#)
[Code of Conduct](#)
[Privacy Policy](#)
[Safe and Supportive Schools Policy](#)

Related Legislation and Standards

Children and Young People Act 2008 (ACT)
Children and Young Persons (Care and Protection) Act 1998
Working With Vulnerable People (Background Checking) Act 2011

Related St Francis Xavier Documents

Nil

Forms

Nil

Endorsed by:	The Executive and Community Council of St Francis Xavier College.
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