



PUSHKIN LYCEUM
COMMUNITY LANGUAGE SCHOOL

WWCC, Parent Assistance and Child-Safe School Events Policy

Applies to concerts, rehearsals, performances, excursions and all other school events

Policy owner	Principal / Child Safety Officer	Approved	Marina Makarova. Elena Desyatкова
Effective date	01 Feb 2026	Next review	01 Feb 2027
Version	1.0	Applies to	Parents, carers, volunteers, staff and visitors

1. Purpose

Pushkin Lyceum is committed to providing a child-safe environment in which the safety, privacy, dignity and wellbeing of every student are paramount. This policy establishes a clear local requirement that a parent, carer or other adult who does not hold a current and verified Working with Children Clearance (WWCC) must not assist with, supervise, prepare or remain with children during a Lyceum event.

This requirement applies even where a parent or carer may be exempt from the statutory requirement to hold a WWCC because they are volunteering in an activity in which their own child participates. The Lyceum adopts this additional screening condition as a risk-control measure under its child-safety, volunteer and visitor responsibilities.

2. Policy statement

MANDATORY RULE: Only adults who have current WWCC (or accepted equivalent, where approved by the Principal) has been sighted and verified may undertake an event-assistance role or enter or remain in a child-only preparation, backstage, rehearsal, supervision or changing area.

- A parent or carer without a current verified WWCC may attend an event only as an audience member or for ordinary drop-off and collection, subject to the venue rules and staff directions.
- The presence or participation of the adult's own child does not create a right to assist, supervise, enter backstage areas or remain with groups of children.
- A parent's consent for their own child does not authorise access to, contact with or supervision of other children.
- A WWCC is a minimum screening control. It does not itself authorise a person to volunteer, access restricted areas or work unsupervised.
- The Principal or Event Coordinator may refuse or withdraw authorisation at any time where this is reasonably necessary to protect children, privacy, orderly supervision or event safety.

3. Scope

This policy applies to all adults attending or supporting Lyceum activities, including parents, carers, relatives, volunteers, contractors, performers, photographers and visitors. It applies during school hours and at:

- concerts, performances, assemblies and competitions;
- rehearsals, costume fittings and preparation sessions;
- excursions, camps, celebrations and fundraising events;
- classrooms, corridors, backstage areas, green rooms, waiting rooms and designated child-supervision areas;
- toilets, bathrooms, dressing rooms and any area used by children to change clothing; and
- any venue or location at which the Lyceum conducts or controls an activity involving students.

4. Definitions

Term	Meaning
Assist / help	Any authorised task performed for the Lyceum, including supervising, escorting, organising, coaching, preparing costumes or props, applying makeup, helping children dress or change, managing backstage movement, distributing food, photographing or otherwise supporting students.
Authorised adult	An adult approved for a specified role by the Principal or Event Coordinator, with required checks completed and recorded, and who has received relevant child-safety instructions.
Child-only or restricted area	Any area designated for students and authorised personnel, including classrooms used for preparation, backstage areas, rehearsal rooms, holding rooms and changing areas.
Current verified WWCC	A Victorian Working with Children Clearance that is current on the event date and has been sighted, verified and recorded by the Lyceum before the adult commences the role.
Parent or carer	A parent, guardian or other person with parental responsibility for a student, including a person who may be exempt under the Worker Screening Act 2020 (Vic).
Volunteer	A person who performs unpaid work or assistance authorised by the Lyceum.

5. Requirements before assisting

Before an adult may assist at an event, the Pushkin Lyceum must:

1. approve the adult for a defined role and confirm that assistance is required;
2. sight and verify the adult's current WWCC or an equivalent background check accepted by the Principal, and record the required details in the staff/volunteer register;
3. confirm the clearance remains valid for the event date;
4. provide role-appropriate child-safety induction, including the Child Safety and Wellbeing Policy, Child Safety Code of Conduct, reporting obligations, supervision arrangements and restricted-area rules; and
5. require the adult to sign in, display or carry the approved identification requested by Pushkin Lyceum, and follow all directions of the Event Coordinator.

Advance notice to parents that a WWCC is required does not replace verification or create automatic authorisation. An adult who arrives without acceptable evidence of a current WWCC must not be allocated an assistance role.

6. Event-day access and supervision

- All volunteers and visitors must sign in and out and report to the nominated Event Coordinator.
- Authorised adults may access only the locations and children necessary for their assigned role and only for the period authorised.
- Adults must not move freely through classrooms, preparation rooms or backstage areas unless their role requires it and staff have authorised it.
- Where practicable, activities must be conducted in observable, interruptible environments and avoid one adult being alone with one child.
- Personal mobile phones, photography and recording must comply with the Lyceum's photography, privacy and child-safety directions.
- A WWCC-holder must still remain within the supervision arrangements set by the Lyceum and comply with the Child Safety Code of Conduct.

7. Changing, dressing and personal-care arrangements

Changing and dressing areas present heightened privacy and child-safety risks. The following rules are mandatory:

- Parents, carers and visitors without a current verified WWCC must not enter, remain in or pass through any room or screened area where children are changing or may be partially dressed.
- This restriction applies even if the adult intends to help only their own child, because other children may be present without their parents and their privacy and safety must also be protected.
- Only specifically authorised adults with a verified WWCC and a genuine assigned duty may assist in a changing or dressing area.
- Assistance must be age-appropriate, respectful, limited to what is necessary, and arranged to maximise visibility and avoid one-to-one isolation.
- Children should change independently wherever reasonably possible. Staff should use separate spaces, staggered changing times or other privacy controls when appropriate.
- No photography, filming or personal-device use is permitted in a changing, dressing, bathroom or toileting area.
- Where a child has a disability, medical need or documented personal-care requirement, an individual support arrangement must be agreed in advance with the Principal and the parent or carer, with the child's dignity and preferences taken into account.

8. Parents and carers without a verified WWCC

An adult without a current verified WWCC:

- may not volunteer, supervise, escort groups, prepare children, help children change, manage backstage activity or remain in any restricted child area;
- must remain in public/audience areas unless directed otherwise by an authorised staff member;
- may drop off or collect their own child at the designated handover point, but must not remain with the group or enter a restricted area;
- may be asked to wait outside a room or leave a restricted area immediately; and
- will not be permitted to assist on the day merely because staffing is limited, the person has helped previously, or their own child requests their presence.

If a child needs parental reassurance, staff will, where practicable, bring the child to the designated public handover area. This does not permit the parent to enter a room occupied by changing or unsupervised children.

9. Statutory exemptions and the Lyceum's additional requirement

The Worker Screening Act 2020 (Vic) establishes minimum legal requirements and includes exemptions, including in some circumstances for a parent volunteering in an activity in which their child participates. Victorian Department of Education guidance states that, even where a person is legally exempt, a school may still require that person to obtain a WWCC under its Visitors or Volunteers Policy, having regard to the child-safety risks of the role.

Accordingly, Pushkin Lyceum does not rely on the parent exemption for event-assistance roles covered by this policy. This policy does not state that the statutory exemption is abolished or invalid; it establishes a separate organisational condition of authorisation and access. A parent who relies on a statutory exemption remains ineligible for the assistance role unless the Lyceum's own requirement has been met.

A current Victorian Institute of Teaching registration or another lawful equivalent may be accepted only where the Principal confirms the exemption/equivalence, sights appropriate evidence and records the decision. Pushkin Lyceum may still apply role-specific screening, induction and supervision requirements.

10. Emergency exception

Nothing in this policy prevents immediate and proportionate action reasonably necessary to protect a child from imminent serious harm or to comply with an emergency direction. Any involvement of an otherwise unauthorised adult must be limited to the emergency, occur under staff direction where possible, and be documented and reported to the Principal as soon as practicable. An emergency exception must not be used to address ordinary staffing shortages or convenience.

11. Non-compliance and refusal of access

1. A staff member will calmly explain the policy and direct the person to stop assisting, leave the restricted area or move to the public/audience area.
2. If the person does not comply, the matter will be referred immediately to the Event Coordinator or Principal. The person may be removed from the volunteer roster and directed to leave the event or venue, subject to venue arrangements.
3. Where there is an immediate safety concern, staff will prioritise children's safety, seek venue/security or emergency assistance where necessary, and follow the Lyceum's incident-reporting procedures.
4. The incident, directions given and actions taken must be recorded. Child-safety concerns must be reported under the Child Safety and Wellbeing Policy and applicable reporting obligations.

Decisions under this section must be respectful, consistent and non-discriminatory. Refusal of access is a protective measure and is not, by itself, an allegation of wrongdoing.

12. Responsibilities

Responsible person	Responsibilities
Governing Authority / Principal	Approve and review this policy; ensure risk controls and adequate staffing; determine roles requiring checks; oversee verification, records, complaints and incidents.
Event Coordinator	Confirm authorised roster; control restricted-area access; conduct briefing; supervise volunteers; respond to non-compliance and record incidents.
Administration	Verify and securely record WWCC details; monitor expiry; provide advance notices; maintain sign-in and authorised-volunteer records.
Staff	Maintain supervision and privacy; enforce access boundaries; respond to concerns; report breaches and child-safety issues promptly.
Parents, carers, volunteers and visitors	Provide required evidence before assisting; complete induction; sign in/out; remain within the assigned role and area; comply with staff directions and the Code of Conduct.

13. Communication and records

- The WWCC requirement and deadline for verification must be communicated before the event through enrolment/event information, volunteer invitations or parent notices.
- Pushkin Lyceum will maintain an up-to-date register of authorised staff and volunteers and the relevant clearance or approved-equivalent details.
- Personal information will be collected, stored, accessed and disposed of securely and only for lawful school administration and child-safety purposes.
- Records of induction, attendance, authorisations, incidents and policy breaches will be retained in accordance with the Lyceum's records-management obligations.

14. Complaints, concerns and review

Questions or complaints about the application of this policy may be directed to the Principal in accordance with the Parent Complaints and Communication Policy. A complaint does not suspend an event-day safety direction. Any concern about a child's safety or an adult's conduct must be reported immediately under the Lyceum's Child Safety and Wellbeing Policy and Incident Reporting Policy and Procedure.

This policy will be reviewed at least every two years, and earlier following a relevant legislative or guidance change, a serious incident, an identified control failure, or material feedback from children, families, staff or volunteers.

15. Related legislation, standards and documents

- Worker Screening Act 2020 (Vic).
- Child Wellbeing and Safety Act 2005 (Vic) and the Victorian Child Safe Standards.
- Ministerial Order No. 1359 - Implementing the Child Safe Standards - Managing the Risk of Child Abuse in Schools and School Boarding Premises.
- Victorian Department of Education: Working with Children Checks and Other Suitability Checks for School Volunteers and Visitors (guidance).
- Victorian Department of Education: Visitors in Schools Policy.
- Pushkin Lyceum Child Safety and Wellbeing Policy; Child Safety Code of Conduct; Volunteer/Visitor procedures; Incident Reporting Policy and Procedure; Parent Complaints and Communication Policy.

Event-day quick rule

NO VERIFIED WWCC + NO PRIOR AUTHORISATION = NO ASSISTANCE AND NO ACCESS TO CHILD-ONLY OR CHANGING AREAS.