



Dalmeny Public School

WORKING WITH CHILDREN CHECK (WWCC) POLICY

1. POLICY STATEMENT

1.1 In accordance with the *Child Protection (Working with Children) Act 2012*, the safety, welfare and well-being of children and, in particular protecting them from child abuse, is the paramount consideration in the operation of this policy and the Working with Children Check Procedures.

1.2 The Working with Children Check is an important part of the NSW Department of Education's recruitment process to prevent people who pose a risk to the safety, welfare and well-being of children from being employed or engaged in child-related work.

The procedures in place at Dalmeny Public School implement the requirements under the *Child Protection (Working with Children) Act 2012* (the Act) and the *Child Protection (Working with Children) Regulation 2013* (the Regulation).

1.3 A Working with Children Check (WWCC) is mandatory all who work or volunteer in *child-related work*.

WWCC's are valid for up to five years from the date granted.

The WWCC application is through www.kidsguardian.nsw.gov.au.

1.4 The NSW Department of Education is notified by the Office of the Children's Guardian of an applicant's WWCC status:

- clearance; (may be employed)
- pending (not to be employed at this stage)
- interim bar or bar (not to be employed);
- cancellation (not to be employed) or
- refused (not to be employed)

1.5 WWCC guidelines do not apply to visitors and guests in a school such as:

- parents and relatives of students who are visiting the school, but are not working as a volunteer or contactor;
- local members of Parliament
- city council officials
- speakers and guests invited by the school on special occasions.

1.6 **Volunteers and contractors** (other than specified volunteers and contractors in the Assisted School Travel Program) are required to provide a declaration that notes they:

- have no offences that would bar them from working with children under Schedule 2 of the Act, (Appendix 5);
- will advise the NSW Department of Education if they become barred or convicted of a relevant offence (Appendix 5), and
- 100-points of proof of identity (Appendix 6).

2. Audience and applicability

2.1 This policy applies to people who are employed or engaged (or who are seeking to be employed or engaged) in child-related work in the NSW Department of Education and or accessing school facilities, in any one of the following capacities:

- as a paid employee;

- as a self-employed person or as a contractor or subcontractor;
- employees of a contractor or subcontractor;
- persons employed by a contingent labour supplier;
- as a volunteer;
- mentoring roles;
- as a person undertaking practical training as part of an educational or vocational course (other than as a student undertaking work experience);
- as a minister, priest, rabbi, mufti or other religious leader or spiritual officer of a religion or other member of a religious organisation.
- a company providing entertainment, cultural, sport and or external teaching and learning activities for the school;
- community users of school facilities;
- Parents and Citizens (P&C) volunteers;
- canteen workers;
- out of school hours care on school grounds;
- karate, tennis, drama, band, music, dance and sports coaches;
- Aboriginal services;
- Project officers and external consultants;
- external support services such occupational therapy, speech pathology, behaviour support programs, NDIS service providers supporting students and
- school cleaners.

Workers who are engaged in child-related work as a paid employee of the department or as a contractor in the Assisted School Travel Program are required to meet the department's National Criminal Records Check requirements to determine their suitability for employment or engagement.

Subject to conditions, a person may meet National Criminal Records Check requirements through a declaration process.

3. Responsibilities and Delegations

3.1 The NSW Department of Education:

- has a responsibility to take reasonable steps to ensure that all persons to be employed or engaged in child-related work in the department are suitable for child-related work.
- Human resources areas, directors, managers and principals are responsible for ensuring that recruitment processes within their area/s of responsibility are consistent with the Working with Children Check Policy and the Working with Children Check Procedures.
- This includes ensuring that all persons who are required to either obtain a Working with Children Check Clearance or provide a Working with Children Check Declaration
- Human resources areas (and other recruiting areas as applicable) are responsible for records management, including keeping relevant Working with Children Check and National Criminal Records Check documents for five years after the employment or engagement has been completed, or longer if required (for example, if the recruitment or engagement action has been the subject of legal action); and for disposing these documents thereafter in a secure manner (for example, shredding).

3.2 Verification of WWCC

The Principal will:

- ensure all staff employed in a permanent, casual or temporary basis have WWCC;
- check the NTBE list for practice teachers, volunteers and contractors;

- check the Not to be Employed (NTBE) list;
 - collect the Statutory Declaration (Appendix 5) and 100 points of ID where required;
 - keep appropriate records for 7 years;
- ensure currency in Working with Children Policy and procedures by referring to:
 - https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/work_child/PD20050264_i.shtml?level=Schools;
 - https://education.nsw.gov.au/policy-library/associated-documents/WWCC-Procedure_FINAL.pdf
 - refer to the Working with Children Checklist for School Principals for procedural guidelines, where required;
 - refer to the appendices of Working with Children Check Procedures to ensure correct processes are implemented;
 - when employing casual school administration and support staff, volunteers and contractors requiring a WWCC:
 1. Check the NTBE list through eCPC.
 2. Submit the WWCC clearance number for verification through eCPC.
 3. Wait for notification from HR that the worker can be employed;
 - require written advice from the employer verifying WWCC clearance of workers engaged through a third party e.g. P&C, people employed by the P&C, Scripture Teacher (SRE), cleaner etc.
 - keep records in the 'Principal's WWCC Register of:
 1. full name
 2. date of birth
 3. WWCC clearance number
 4. category of workers
 5. a copy of the 100 points of ID, including the Statutory Declaration for volunteers and contractors in child-related roles;
 - Ensure WWCC Policy and implementation is available to the school and wider community;
 - or the panel convener will check the NTBE list has been checked by Staffing Services where the school undergoes a selection process which has been advertised by Staffing Services.
 - or the panel convener will engage in a structured referee check has been conducted on the recommended applicant and those placed on an eligibility list (if any) – i.e. two referees have been contacted to seek information on the applicant's good character and suitability for working with, or in the presence of, children;
 - or the panel convener will ensure Staffing Services provides advice on whether the applicant has met WWCC requirements;
 - or the panel convener will ensure a WWCC clearance number is provided where required;
 - when required, provide a reference as part of a WWCC by completing all sections with the exception of part 6 of the Office of Children's Guardian (OCG) employer reference form. The signed form is then referred to the Executive Director, Employee Performance and Conduct Directorate (EPAC) for part 6 to be completed and the reference to be approved. EPAC forwards the completed document to the OCG. The reference is not provided to the employee.

3. Monitoring and Review

3.1 The Executive Director Human Resources (HR) or their delegate is responsible for the review of the WWCC Policy and Procedures.

3.2 HR, directors, managers and principals are responsible for maintaining records and for reviewing these periodically to ensure consistency with policy and procedural requirements.

5. Policy Contact: Dalmeny Public School
Phone: 029826 9033

6. Implementation Date: 9th September 2019

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