

Windsor Public School

Working with Children Policy

Reviewed September 2016



1. Objectives - Policy statement

Subject to conditions under the *Child Protection (Working with Children) Act 2012* and the *Child Protection (Working with Children) Regulation 2013*, a worker is considered to be employed or engaged in child-related work in the Department, where the work involves **direct contact with children**.

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.

2. Audience and applicability

2.1 This policy took effect from 15 June 2013 following the implementation of the *Child Protection (Working with Children) Act 2012* and the *Child Protection (Working with Children) Regulation 2013*.

2.2 This policy outlines processes for conducting the:

- Working with Children Check (WWCC) for child related-work; and
- National Criminal Records Check requirements for all paid employees of the department and contractors in the Assisted School Travel Program to determine a person's suitability for employment or engagement.*

**Note: Employment or engagement may also be subject to other checks as prescribed in relevant legislation, industrial instruments or policy. This includes but is not limited to the conduct and service check; health assessment requirements; and verification of professional and/or academic qualifications.*

2.3 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 TAFE NSW, in any one of the following capacities:

- as a paid employee;
- as a self-employed person or as a contractor or subcontractor;
- as a volunteer;
- 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.

3. Context

3.1 From 15 June 2013, people who are seeking to be employed or engaged in child-related work in the department are subject to relevant requirements under the *Child Protection (Working with Children) Act 2012* and the *Child Protection (Working with Children) Regulation 2013*.

For further details, including the transitional provisions for existing workers (i.e. those employed or engaged in child-related work immediately prior to 15 June 2013), refer to the *Working with Children Check Procedures*.

- 3.2** In addition to the WWCC requirements, 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.

From 15 June 2013, a new process was put in place for conducting the National Criminal Records Check.

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

For further details, refer to the *Working with Children Check Procedures*.

4. Responsibilities and delegations

- 4.1** By 2017 all staff must be registered and are responsible for having their WWCC number. This will need to be completed online at:

<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>

Paid workers are required to pay \$80 for a five year clearance.

The applicant must then go onto Employee Self-service (ESS on the portal – where staff apply for leave). ESS – My Details – My WWCC details.

Staff must add their details including the WWCC number.

NOTE: All staff are responsible for registering and entering their own information and this must be done before accreditation. (All staff must complete before 2017)

- 4.2** As an employer, the department 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.

- 4.2** 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 (as referred to in section 3.2 of the Working with Children Check Procedures) have met the relevant requirement, prior to commencing employment or engagement.

- 4.3** 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).

5. Process for maintaining WWCC information

- 5.1** On receiving notification that a volunteer has received a WWCC reference number, the School Administration Manager (SAM) will log on to the Office of the Children's Guardian website:

www.kidsguardian.nsw.gov.au/check.

- Verify the Working With Children Check Status of the volunteer

- Print summary
- Photocopy current drivers licence
- File both status report and licence alphabetically and place in labelled folder, which is kept in SAM's office.
- All parent/family volunteers are to complete Appendix 5 prior to assisting with any class/school/district activities.

6. Monitoring, evaluation and reporting requirements

- 6.1 The Executive Director, Human Resources, or nominee, is responsible for the periodic review and revision, as appropriate, of the Working with Children Check Policy and the Working with Children Check Procedures.
- 6.2 Human resources areas, directors, managers and principals are responsible for maintaining records of the status of each position within their area/s of responsibility (i.e. whether a position is child-related) and for reviewing these periodically to ensure consistency with policy and procedural requirements.

7. Related Documents

The following documents have been developed to assist areas in applying the new WWCC process and the Department's new consent and declaration process for the NCRC:

- [Appendix 1: Determining which checks are required](#) – this identifies the WWCC requirements, and the NCRC requirements (where applicable), for key categories of child-related work in the Department.
- [Appendix 2: WWCC - Checklists for School Principals](#)
- [Appendix 3: WWCC - Checklists for Corporate areas, TAFE NSW Institutes and the Office of Communities*](#)
- [Appendix 4: Information sheet for applicants – how to apply for a Working with Children Check Clearance](#)
- [Appendix 5: Working with Children Check – declaration for volunteers and non child related contractors](#)
- [Appendix 6: Working with Children Check – proof of identity](#)
- [Appendix 7: Working with Children Check – declaration national criminal records check](#)
- [Appendix 8: Working with Children Check – CRIMTRAC](#)
- [Appendix 9: Working with Children Check – transition dates for existing child-related workers](#)
- [Appendix 10: Working with Children Check – school principal's pack](#)
- [Appendix 11: Working with Children Check – declaration for child related work – specified volunteer and contractors](#)