



TAMWORTH WEST PUBLIC SCHOOL

Working with Children Check Policy & Procedures

School Guidelines and Support Documentation for
Implementation of NSW Department of Education Policy

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Working with Children Check Policy

Rationale

The Working with Children Check is a screening mechanism to prevent certain persons from engaging in child-related work.

Current Department of Education Policy

1. Objectives - 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.

2. Audience and applicability

2.1 This policy takes 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.

This policy must be applied in conjunction with the Working with Children Check Procedures (15 June 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, 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.

3.3 [Document history and details](#)

4. Responsibilities and delegations

4.1 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.

Tamworth West Public School WWCC procedural guidelines

The school principal of Tamworth West Public School will ensure that the *Child Protection (Working with Children) Act 2012*, and the department's Working with Children Check (WWCC) policy and procedures are adhered to by maintaining the following:

a) Existing Staff:

- Existing staff (staff who were employed immediately prior to 15 June 2013) are to be made aware of the WWCC transitional schedule (WWCC procedures- Appendix 9) and are encouraged to apply for their WWCC as early as the transitional schedule allows.
 - Existing staff are to be made aware that if they fail to obtain a WWCC by the final compliance date, they can no longer be employed in a child related role (WWCC procedures, section 9).
- ⇒ For teaching staff in primary schools, the earliest they can transition is from 30 January 2017. The final compliance date for this group is 31 December 2017. 2017 Update. **All teaching staff to have WWCC update completed by 17 November 2017.**
- ⇒ For non-teaching staff in primary schools, the earliest they can transition is from 1 April 2017. The final compliance date for this group is 31 March 2018. *SASS staff moving into SLSO positions will need to have WWCC information updated.*

b) Volunteers and contractors who need to complete WWCC:

- The Business Manager will check the Not to be Employed (NTBE) list
- The Business Manager will collect the WWCC Statutory Declaration (Formerly Appendix 5 and 11) and 100 points of ID
- The Business Manager or delegate will ensure that appropriate records are kept for 7 years

c) Verifying the WWCC:

- For all recruitment coordinated by Human Resources (HR) (eg teachers and permanent or temporary school administration and support staff), HR will verify the WWCC clearance. No further action is required by staff at Tamworth West Public School
- For recruitment of casual teachers arranged by Tamworth West Public School, the principal or Business Manager will:
 - ⇒ Check the NTBE list through eCPC
 - ⇒ Check for a current approval to teach through eCPC
- For recruitment of casual school administration and support staff; or volunteers and contractors who need to obtain a WWCC, the Business Manager will:
 - ⇒ Check the NTBE list through eCPC
 - ⇒ Submit the WWCC clearance number for verification through eCPC
 - ⇒ Wait for notification from HR that the worker can be employed

d) Record Keeping:

- For recruitment coordinated by HR, this information is captured through the relevant HR system. Once entered into the system for verifying, it is captured automatically and no further action is required.
- For recruitment coordinated by Tamworth West Public School, the principal or Business Manager will keep a record of the:
 - ⇒ Full name
 - ⇒ Date of birth
 - ⇒ WWCC clearance number
 - ⇒ Category of worker
 - ⇒ a copy of the 100 points of ID
- ⇒ For volunteers and contractors in child-related roles a copy of the Statutory Declaration and 100 points of ID
- The “Principal’s WWCC Register” can be used as a register to record eCPC information.