



MONARO

High School

Policy | Working with Children Check (WWCC)

Rationale

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

Context

- 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.
- 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.

Key Policy Statements

- 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.

- 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.

Audience and applicability

- 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).
- 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.*
- 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 sub-contractor;
 - 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.

Responsibilities/Delegations

As an employer, the DoE 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.

Principals and Workplace Managers will:

Training

- | ensure that all secondary school employees, specified volunteers and contractors complete the WWCC by the time period of: 1 April 2016 to 31 March 2017.
- | ensure that parent and community members who volunteer at the school or transport children or assist with other school related activities are requested to complete the WWCC for volunteers.
- | ensure 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.
- | wait for notification from HR that a worker can be employed
- | communicate all relevant information in regards to the WWCC policy and procedures to all members of the school community.
- | Ensure the administration staff keeps a record of all WWCC numbers on the school data base of 'Mandatory DoE Policies and Training Register.'

Staff members will:

- | complete the WWCC and provide a copy of their clearance certificate and WWC number to the Front Office administration staff.
- | enter and 'save' their WWC number via ESS (Employee Self Services) on the DoE Staff Portal.
- | complete relevant professional development including mandatory Child Protection <https://detwww.det.nsw.edu.au/lists/directoratesaz/stuwelfare/stuwelling/childprotect/cptraining/index.htm>
Also available in an online module: <https://www.det.nsw.edu.au/proflearn/cpat/index.html>
- | report any relevant concerns to the principal.

Monitoring, Evaluation & Reporting Requirements

- | The Working with Children Check Policy implementation is to be reviewed on an annual basis at the end of each year. Recommendations for improvement are to be actioned.
- | All staff are required to update mandatory training and their WWCC (valid for 5 years) through professional learning courses and present certificates to the Front Office. These will be included onto the school data base and 'Mandatory DoE Policies and Training Register' as evidence of staff compliance with mandatory training and review dates.
- | Policy review process utilising the A-Z Policy Implementation Tool (AZT) to support high level accountability practices of policies at Monaro High School.