

# PRETTY BEACH PUBLIC SCHOOL

**A quality school serving the Pretty Beach community for over 90 years.**

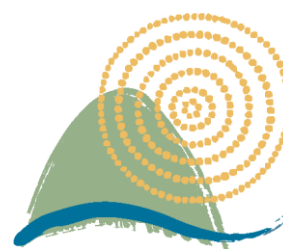


Quality education, unique environment.

## Working with Children Check WWCC Policy

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Pretty Beach Public School is a proud member of the



**KINCUMBRA**

LEARNING COMMUNITY

## **Pretty Beach Public School**

### **Working with Children Check (WWCC) Policy**

**Created 30<sup>th</sup> October 2017**

Aim: 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:

The Working with Children Check (WWCC) is one such method and is a mandatory requirement for any worker engaged in child-related work. The following procedure outlines the WWCC process and the obligations of the department and workers under the legislation. It also describes other child protection screening methods used by the department, including the National Criminal Records Check, “not to be employed” (NTBE) database and structured referee checks.

All workers who have direct (physical or face-to-face) contact with children need a WWCC clearance to work in a child-related role. The Child Protection (Working with Children) Act 2012 and the Child Protection (Working with Children) Regulations 2013 places the following specific obligations on employers and workers:

#### **Paid Employees (Teachers and SASS staff) and Prac Students**

As of **1<sup>st</sup> November 2017**, all teachers and SASS staff must have their WWCC clearance prior to commencing child-related work (currently \$80 for 5 years). Staff can obtain their WWCC at Service NSW.

#### **Principals**

Principals must verify the WWCC clearance on eCPC to ensure worker is cleared to work with children, prior to commencement of work.

#### **Volunteers**

All volunteers who take part in activities both in and outside the school eg: classroom helper, helper at an excursion or whole school event must bring to the office 100 points of identification as well as complete a “WWCC declaration for volunteers and contractors.”

#### **Contractors, subcontractors or visitors to the school**

All 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. All visitors must sign in at the office and be briefed on Pretty Beach Public School’s procedures.

#### **Scripture / Ethics Teachers or**

All Scripture and Ethics Teachers must complete their WWCC at Service NSW and provide their WWCC number to the their coordinators. All teachers must sign in at the office and be briefed on Pretty Beach Public School’s procedures.

## **Responsibilities and delegations:**

**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.

## **Human Resources, Directors, Managers and Principals:**

- 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
- ensure that all persons who are required to either obtain a Working with Children Check Clearance or provide a Working with Children Check Declaration have met the relevant requirement, prior to commencing employment or engagement.
- 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).
- *Outcome of 'Barred' or 'refused'* - In such cases, the person cannot be employed or engaged in child-related work, or placed on any employment or engagement list for child-related work
- all recruitment arranged by school principals (e.g. casual SASS or contractors), school principals are responsible for checking the NTBE database through eCPC; initiating the verification of the WWCC clearance through eCPC and keeping relevant records for 7 years.
- If the worker coming in to the school (e.g. a paid employee of the P&C, a Special Religious Educator or cleaners in schools etc) has been engaged by a third party employer, the employer must provide written advice to the school principal that the worker has met the requirements of The Act and that the WWCC clearance has been verified.

## **Employee, contractor, volunteer, religious leader:**

- Applying for, and successfully obtaining a clearance as a condition of employment engagement
- Teaching staff –Update the Working with Children check status on Employee Self Service (ESS)
- Notify the Principal (or delegate) of clearance by presenting the WWCC number

## **Monitoring:**

- Records showing the worker's WWCC clearance and the date on which each clearance of the worker ceases to have effect, must be kept by the department for seven years post-employment.
- To demonstrate compliance with the WWCC policy and procedure, school principals must upload documentary evidence to the A-Z Policy Implementation Tool (AZT) at the end of each term.
- School principals must check the NTBE (Not To Be Employed) database prior to any worker coming into the school.
- 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.

## **Link to department website:**

For further reading into the DET Working With Children (WWCC) Policy and Procedures, please use the following link:

<https://education.nsw.gov.au/policy-library/policies/working-with-children-check-policy>

## **Ratification:**

School executive:

Teaching staff:

P&C/Community:

Next review date: 30/01/2018