

**Working With Children**

**Morpeth Public School**

**Implementation Procedures**

**2018**

Principal ( or delegate ) will refer to the following documents to ascertain check criteria:

* **Appendix 1 – Determining Which Checks are Required**

<https://www.det.nsw.edu.au/policies/student_serv/child_protection/work_child/Appendix1-WWCC-Requirements.pdf>

* **Appendix 2 - Working With Children Checklist for Principals** <https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/work_child/Appendix2-Checklist-for-School-Principals.pdf>

**General**

**WWCC – employee and volunteer check requirements**

* Paid employee – full check ( \*exemptions)
* Volunteer – note Appendix 5 and 6
* N.B – Principal ( or delegate ) will make reference to the **‘*Not to be Employed List*’** on eCPC prior to engaging volunteers and contractors.

<https://online.det.nsw.edu.au/jecpc/Claim?Command=GoToPersonEnquiry>

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| --- | --- | --- |
| **Who** | **What** | **When** |
| Paid teaching / SAS staff employed prior to 15 June, 2013 | full WWCC not required until 31 March, 2018 | |  | | --- | | Phased in from 1 April, 2017 but must be completed by 31 March, 2018 | |
| Paid teaching / SAS staff employed on or after June 15, 2013  All paid employees by 31 March, 2018 | full WWCC –– obtained through NSW Children’s Guardian- <http://kidsguardian.nsw.gov.au/check>  Principal verification  <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>  Proof of identity – **Appendix 6**  . <https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/work_child/Appendix6-Proof-of-Identity.pdf> | Prior to commencement of duty |
| Employees / volunteers / contractors who provide care involving showering, toileting and dressing and / or other close care | WWCC Clearance check number– obtained through NSW Children’s Guardian - <http://kidsguardian.nsw.gov.au/check>  Principal verification  <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>  Proof of identity – **Appendix 6**  <https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/work_child/Appendix6-Proof-of-Identity.pdf> | Prior to commencement of duty |
| Volunteers including\*:  Canteen helpers  Classroom reading helpers  Parents / carers who assist with student transport  Parents / carers who assist at excursions  Parents / carers who assist at sports events  Parents / carers who assist with coaching sports teams | Declaration for Volunteers and Contractors - **Appendix 5**  [**https://www.det.nsw.edu.au/policies/student\_serv/child\_protection/work\_child/Appendix5-WWCC-Declaration-for-volunteers-and-contractors.pdf**](https://www.det.nsw.edu.au/policies/student_serv/child_protection/work_child/Appendix5-WWCC-Declaration-for-volunteers-and-contractors.pdf)    Proof of identity – **Appendix 6**  Proof of Identity check 100 points of  Identification  <https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/work_child/Appendix6-Proof-of-Identity.pdf>  **Enter name into ECPC under Person Search**  <https://online.det.nsw.edu.au/jecpc/Claim?Command=GoToPersonEnquiry> to screen ‘NTBE list’.  If name appears, check screening status.  If no name appears, (Enquiry returned no results) the person can commence work (i.e. they are not on ‘do not employ list’).  **N.B**  **Children’s Guardian**  **\*Technically an exemption and not required until phase in period has ended**  **‘There are specified exemptions from the Working With Children Check.  People covered by these exemptions are not required to have a Working With Children Check.  The exemptions are:**  **Children** (under the age of 18)  **Volunteering by a** [**parent or close relative**](http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/definitions/definitions) (except where the work is part of a formal mentoring program or involves intimate, personal care of children with a disability):   * + with the child's school, early education centre or other educational institution   + with a team, program or other activity in which the child usually participates or is a team member.’ | Prior to commencement of duty |
| Drum and guitar tutors  Sporting School coaches | WWCC Clearance check number– obtained through NSW Children’s Guardian - <http://kidsguardian.nsw.gov.au/check>  Principal verification  <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>  Proof of identity – **Appendix 6**  <https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/work_child/Appendix6-Proof-of-Identity.pdf>  **Appendix 11**  <https://education.nsw.gov.au/policy-library/associated-documents/WWCC-Appendix-11-Declaration-for-child-related-work-specified-volunteer-and-contractors_FINAL.pdf> | Prior to commencement of duty |
| Assisted School Travel Drivers | **No action required**  The Assisted School Travel Program Unit will ensure that the WWCC and NCRC requirements are met prior to the driver commencing duty. | Prior to commencement of duty |
| Broadspectrum Contractors &  Cleaners  Bus Drivers – excursions and general student transit | Responsibility of employer\*  Broadspectrum - All contractors must show identification prior to commencement of work. All employees undertake induction procedures and compliance screening conducted by Broadspectrum in accordance with DoE and Public Works requirements  Condition of employment with Hunter Valley Buses is presentation of WWC number and verification by manager | Prior to commencement of duty |
| Parents who provide transport for sporting or offsite events | In addition to WWC check requirements, parents who provide transport for students to off site school locations must provide evidence of:   * currency of driver’s licence * proof of current registration of vehicle. * SAM or SAO will be provided with names of students assigned to vehicle * Principal will provide a risk assessment that details travel management prior to departure |  |
| Travelling performers, guest speakers provided there is no direct supervision of children | **Exemption for short term work - nothing required**  **Very short term work**:  A worker who works for a period of not more than a total of 5 working days in a calendar year, if the work involves minimal direct contact with children or is supervised when children are present  As a visiting speaker, adjudicator, performer, assessor or other similar visitor for a one off occasion, in the presence of one or more other adults | NA |

**N.B**

Principal or delegate will refer to <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check> to clarify information regarding WWC requirements

No staff will be employed prior to Principal or delegate activating relevant proof of clearance checks

**For Staff requiring full WWC checks:**

[**http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/apply/apply**](http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/apply/apply)

**Role and Responsibility of Principal or Delegate – refer to Office of the Children’s Guardian Sector Guide**

[**http://www.kidsguardian.nsw.gov.au/ArticleDocuments/183/Information\_for\_employers\_Jan2015.pdf.aspx?Embed=Y**](http://www.kidsguardian.nsw.gov.au/ArticleDocuments/183/Information_for_employers_Jan2015.pdf.aspx?Embed=Y)

• Register online with the new Working With Children Check (see part 2)

• Verify every new paid employee online before commencement of employment (see part 7)

• Verify current paid workers and all volunteers (new and current) online as they are phased in to the new Check (refer to phase in schedule)

• Ensure their own Working With Children Check is verified online by an appropriate person in the organisation (employers cannot self-verify)

• Remove any barred or unauthorised person from child-related work (see part 10)

**Enquiries / Contact**

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