



Mount Warrigal Public School

Working with Children Check (WWCC)

BRIEF DESCRIPTION:

At Mount Warrigal Public School 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 of paramount consideration. The Department of Education uses a suite of pre-employment screening methods to ensure the safety and welfare of all children in NSW public schools and to preclude unsuitable people from working with the department. The Working with Children Check (WWCC) is one such method and is a mandatory requirement for any worker engaged in *child-related work*.

All workers who have direct (physical or face-to-face) contact with children need a WWCC clearance to work in a child-related role.

LINK/S TO DEPARTMENT POLICIES

https://education.nsw.gov.au/policy-library/associated-documents/WWCC-Procedure_FINAL.pdf

https://education.nsw.gov.au/policy-library/associated-documents/WWCC-Appendix-5-Declaration-for-volunteers-and-non-child-related-contractors_FINAL.pdf

https://education.nsw.gov.au/policy-library/associated-documents/WWCC-Appendix-11-Declaration-for-child-related-work-specified-volunteer-and-contractors_FINAL.pdf

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

<https://education.nsw.gov.au/policy-library/policies/child-protection-policy-responding-to-and-reporting-students-at-risk-of-harm>

<https://education.nsw.gov.au/policy-library/policies/child-protection-allegations-against-employees>

<https://education.nsw.gov.au/student-wellbeing/child-protection/child-protection-policy-guidelines>

<https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>

<https://education.nsw.gov.au/policy-library/associated-documents/respondwoutdisc.pdf>

STATEMENT OF PURPOSE

This procedure aims to establish guidelines regarding the Working with Children Check at our school. It is an important part of the NSW Department of Education and Mount Warrigal Public School'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.

IMPLEMENTATION

See the following link for explicit Mount Warrigal Public School Procedures.

School procedure link: <https://drive.google.com/open?id=1q4RAWUOp6bVYrMGSbhsOupMQTg9C7aeH>

The following are expectations at Mount Warrigal Public School:

Principal Responsibilities:

- Ensure 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.
- Maintain 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.
- Verify the WWCC clearance (via Electronic Casual Pay Claims (eCPC) for workers engaged directly by the school principal), to ensure that the worker is cleared to work with children, prior to the worker commencing in a child-related role.



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All staff/workers defined as:

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.

All workers responsibility

- 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.
- The Child Protection (Working with Children) Act 2012 places the obligation on workers that they must obtain a WWCC clearance prior to commencing in a child-related role. This information must be provided to the employer and updated following recommended increments.
- Complete relevant declarations.
- Follow the school WWCC procedures where appropriate within your role.

EVALUATION

These procedures will be regularly evaluated and updated throughout the school year. A review of the procedures will be held by the conclusion of each year and any alterations noted.