

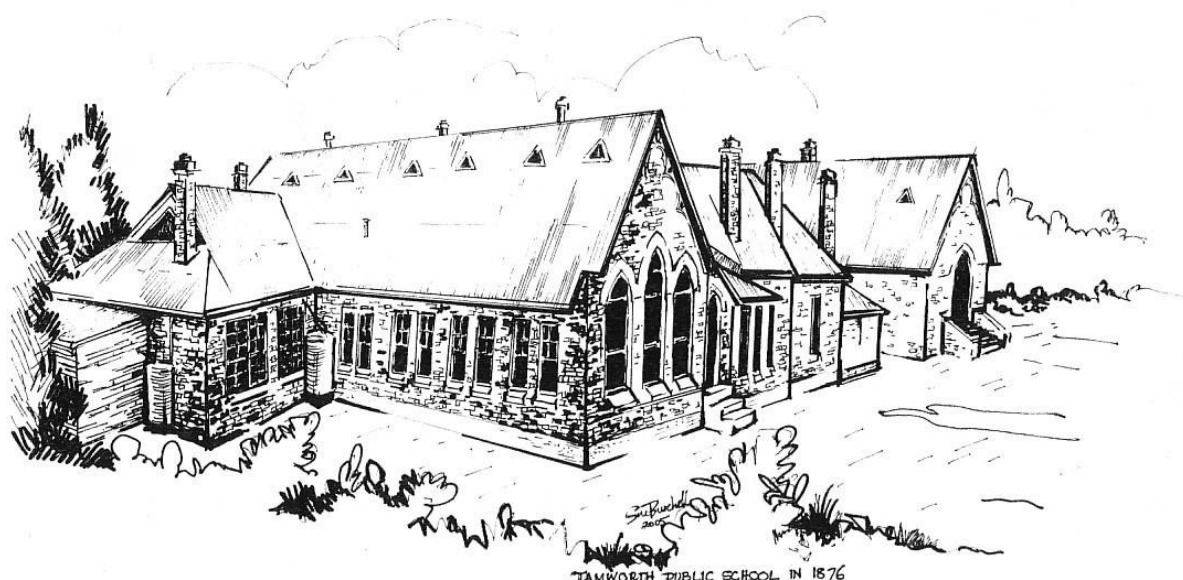
# Tamworth Public School

## Working With Children Check Policy

Updated 2017

**Policy Reference Number** PD/2005/0264/V07

**Original Implementation Date** 15/06/2013





# TAMWORTH PUBLIC SCHOOL

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## WORKING WITH CHILDREN CHECK POLICY

### STATEMENT OF PURPOSE

*Tamworth Public School is committed to ensuring and enhancing the safety and wellbeing of children. As part of this commitment, the school will ensure that all new employees, volunteers and contractors hold a Working with Children Check Clearance which confirms they are authorised to engage in child-related work. The Working with Children Check is an important aspect of a broader policy approach to keeping children safe.*

The Department of Education uses a suite of pre-employment screening methods to preclude unsuitable people from working with children. 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. The Child Protection (Working with Children) Act 2012 places specific obligations on employers and workers.

**Workers in child-related roles** must obtain a WWCC clearance prior to commencing in a child-related role (for new workers), or by the relevant transition date (for existing workers).

**School principals** must verify the WWCC clearance (via Electronic Casual Pay Claims 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.

### **Transition Schedule for Existing Staff:**

Ensure that your existing staff (staff who were employed immediately prior to 15 June 2013) are 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.

Ensure that your existing staff are 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 **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**

**The department** must only allow workers with a valid WWCC clearance to work in child-related roles.

### **Volunteers in schools are considered to be in *child-related work*:**

i. Specified *volunteers* - are *volunteers* 18 years or older, who will provide: • personal care services to children with disabilities involving intimate contact with those children (such as assistance with toileting, bathing or dressing), or  
• mentoring services as part of a formal mentoring program provided by a government or non-government agency.

ii. Duke of Edinburgh Award *volunteers*

iii. *Volunteers in child-related work*

iv. Parent *volunteers* (WWCC clearance required at TPS) and *volunteers* under 18 years of age.

### **Certain contractors in schools are considered to be in *child-related work*:**

i. *Contractors* in the Assisted School Travel Program

ii. *Contractors* who have been engaged by the principal and will have direct contact with children. For example:

- community users of school facilities in Out of School Hours
  - employment agency staff
  - tennis coaching schools
  - karate schools
  - drama groups
  - paid band/music tutors
  - paid sports coaches
  - paid choreographers
  - those employed to manage or lease school canteens
  - in class tutors
  - project officers
  - external consultants
  - those employed under funded programs where local arrangements are made.
- iii. Cleaners in schools.

### **Other groups:**

i. Teaching Service staff not located in schools (for example, non-school based teaching service positions)

ii. Teacher education students seeking to undertake an internship (interns) or associate teacher program

iii. Other people undertaking practical training as part of an educational or vocational course

iv. Special educator in ethics, minister, priest, rabbi, mufti or other like religious leader or spiritual official of a religious organisation, or in any other role in the religious organisation involving activities primarily related to children including youth groups, youth camps, teaching children and child care

v. Providers of Special Religious Education (SRE). The list of approved SRE providers can be found at <https://education.nsw.gov.au/religion-and-ethics/approved-sre-providers>.

vi. Paid employees of the School Parents and Citizens' Association working in schools. This includes but is not limited to paid canteen workers, paid Outside of School Hours Care workers, paid music tutors employed by the school P&C.

vii. *Volunteers* of the School Parents and Citizens' Association working in schools, including, but not limited to, *volunteer* canteen workers and *volunteer* Outside School Hours Care workers

viii. *Volunteer* Outside School Hours Care workers.

### **The following are not considered child-related roles**

Visitors and guests to a school, who are not *volunteer workers* or *contractors*, are not in *child-related work* and are not subject to WWCC or NCRC requirements. Such visitors and guests include:

- parents and relatives of students who are visiting the school, but are not working as a volunteer or contractor
- local members of Parliament
- city council officials
- speakers and guests invited by the school on special occasions.

### **Implementation documents**

- [01. Working with Children Check procedure - 14 February 2017 \(PDF 170.99 KB\)](#)
- [02. Appendix 1 - Working with Children Check - WWCC requirements \(PDF 282.69 KB\)](#)
- [03. Appendix 2 - Working with Children Check - checklist for school principals \(PDF 433.02 KB\)](#)
- [04. Appendix 3 - Working with Children check - checklist for corporate managers \(PDF 124.77 KB\)](#)
- [05. Appendix 4 - Working with Children Check - information for applicants - how to apply for the WWCC clearance \(PDF 319.78 KB\)](#)
- [06. Appendix 5 - Working with Children Check - declaration for volunteers and non child related contractors \(PDF 98.64 KB\)](#)
- [07. Appendix 6 - Working with Children Check - proof of identity \(PDF 183.42 KB\)](#)
- [08. Appendix 7 - Working with Children Check - declaration national criminal records check \(PDF 444.59 KB\)](#)
- [09. Appendix 8 - Working with Children Check - CRIMTRAC \(NPCS application and consent form\) \(PDF 343.79 KB\)](#)
- [10. Appendix 9 - Working with Children Check - transition dates for existing child-related workers \(PDF 409.66 KB\)](#)
- [11. Appendix 10 - Working with Children Check - school principal's pack \(PDF 414.42 KB\)](#)
- [12. Appendix 11 - Working with Children Check - declaration for child related work - specified volunteer and contractors \(PDF 73.27 KB\)](#)
- [13. Working with Children check factsheet - working with children check procedures \(PDF 19.21 KB\)](#)
- [14. Working with Children factsheet - volunteers \(PDF 23.42 K\)](#)

**Tamworth Public School WWCC Policy to be reviewed in 2020.**