

DET NSW

# Bargo Public School

## Working with Children Check Procedures (WWCC)

2016

The following information is a summary of DEC Working with Children Check Policy and Procedures (2013). Please note: Any worker entering the school in any paid or unpaid capacity should be checked against the 'Not To Be Employed' list (NTBE) via eCPC. (The exception is permanent staff and DoE Contractors). NB: If details are entered in eCPC for verification that a WWCC number is valid & current, the NTBE list is automatically screened.

## TYPES OF WORKERS:

### **DoE STAFF**

#### Employment of permanent staff through merit selection:

- People and Careers complete relevant checks with information provided by applicants (WWCC & NCRC)
- Panel Convener needs to ask standard child protection question to referees for recommended applicant and those placed on the eligibility list (*see page 7 & 8 WWCC Procedures*).

#### New Teachers with an approval letter who are teaching for the first time at a school (including teachers who have resigned or retired from DoE):

- Schools should verify teaching approval number is current on eCPC before teacher commences.
- NB: People & Careers complete the action for teachers to obtain a WWCC number.

#### New SASS, SLSO and GA staff working for the first time at a school (or who have not worked at any school for one year):

- Require WWCC number (Appendix 4)
- Complete and sign Declaration for child-related work - National Criminals Records Check (Appendix 7) and National Police Checking Service (NPCS) Application/Consent Form (Appendix 8)
- Proof of Identity: 100 point ID (Appendix 6)
- Details entered on eCPC for verification that WWCC number is valid & current, and NTBE list is checked.
- Staff can only commence once approval has been provided through eCPC

*NB: This does not include permanent staff.*

### **CONTRACTORS**

#### DoE Contractors - (eg Public Works):

- Required checks already completed (trusted)
- Sight photo identification only

#### Contractors - Non DoE (who will be paid (DOE) but not via eCPC & no direct contact with children, e.g. Creative Playgrounds Contractor):

- Complete WWCC – Declaration for volunteers and contractors (Appendix 5)
- Proof of Identity: 100 point ID (Appendix 6)
- Enter name into eCPC under Person Search to screen 'do not employ list'. If name appears check screening status, if no name appears person can commence work (i.e.: they are not on 'do not employ list')

#### Contractors – Non DoE (who will be paid (DoE) but not via eCPC & have direct contact with children, e.g. Speech Pathologist, paid coaches, paid dance choreographers, staff employed to manage/lease school canteens etc):

- Require WWCC number (Appendix 4)
- Complete WWCC – Declaration for volunteers and contractors (Appendix 5)
- Proof of Identity: 100 point ID (Appendix 6)
- Details entered on eCPC for verification that WWCC number is valid & current (volunteer/contractor area), and NTBE list is checked.
- Staff can only commence once approval has been provided through eCPC

Contractors – Non DoE (who will be paid by other source & have direct contact with children, e.g. NSW Health Screening Services, Active After School Coaches):

- Relevant checks should be conducted by the organisation for which they work, and the organisation needs to confirm in writing to the Principal that the person has met relevant requirements under the Child Protection (Working with Children) Act 2012 and the Child Protection (Working with Children) Regulation 2013
- Complete WWCC – Declaration for volunteers and contractors (Appendix 5)
- Proof of Identity: 100 point ID (Appendix 6)
- Enter name into eCPC under Person Search to screen 'do not employ list'. If name appears check screening status, if no name appears person can commence work (i.e.: they are not on 'do not employ list')

## **VOLUNTEERS**

Volunteers – (who will have direct contact such as providing personal care services to children with disabilities such as toileting, and volunteers providing mentoring services by a government or non-government agency):

- Need WWCC number (Appendix 4)
- Complete WWCC – Declaration for volunteers and contractors (Appendix 5)
- Proof of Identity: 100 point ID (Appendix 6)
- Details entered on eCPC for verification that WWCC number is valid & current (volunteer/contractor area), and NTBE list is checked.
- Staff can only commence once approval has been provided through ECPC

Volunteers – (who will have direct contact but not contact providing personal care services to children with disabilities such as toileting, and not mentoring services; eg: P&C Workers, classroom helpers, volunteer canteen helpers, unpaid coaches or tutors, work experience students above 18 years of age):

- Complete WWCC – Declaration for volunteers and contractors (Appendix 5)
- Proof of Identity: 100 point ID (Appendix 6)
- Enter name into eCPC under Person Search to screen 'do not employ list'. If name appears check screening status, if no name appears person can commence work (i.e.: they are not on 'do not employ list')

## **PERSONS WORKING FOR A RELIGIOUS ORGANISATION & PROVIDERS OF SRE**

NB: People who work for a religious organisation eg: work as a minister, priest, rabbi, mufti or other religious leader or spiritual office

- The religious organisation is responsible for ensuring that the person has met relevant requirements under the Child Protection (Working with Children) Act 2012 and the Child Protection (Working with Children) Regulation 2013 (such as WWCC and WWCC – Declaration for volunteers and contractors)
- The religious organisation needs to confirm in writing to the Principal that the person has met relevant requirements under the Child Protection (Working with Children) Act 2012 and the Child Protection (Working with Children) Regulation 2013
- Sight photo identification on first visit (as advised by Probity & supported by Learning & Leadership Directorate)
- Enter name into eCPC under Person Search to screen 'do not employ list'. If name appears check screening status, if no name appears person can commence work (i.e.: they are not on 'do not employ list')

*Note: The school must ensure that the organisation that sends their representatives to teach SRE is an organisation which has been approved by the Minister for Education. A list of approved providers is available at:*

<http://www.curriculumsupport.education.nsw.gov.au/policies/religion/>

*"The provider must ensure that the school is informed of the names and contact details of its local representatives and authorised teachers. The provider must ensure that all special religious education teachers are provided with a name badge to be worn at all times when on a school site." (Religious Education Implementation Procedures April, 2013). Principals are responsible for maintaining an up-to-date list of the authorised special religious education teachers from the approved religious providers.*

## SCHOOL P&C ASSOCIATION

### Paid employees of the P&C working in schools:

- Required checks should be attained by the P&C (WWCC)
- The P&C organisation needs to confirm in writing to the Principal that the person has met relevant requirements under the Child Protection (Working with Children) Act 2012 and the Child Protection (Working with Children) Regulation 2013
- Enter name into eCPC under Person Search to screen 'do not employ list'. If name appears check screening status, if no name appears person can commence work (i.e.: they are not on 'do not employ list')

### Volunteers of the P&C working in schools:

- Complete WWCC – Declaration for volunteers and contractors (Appendix 5)
- Proof of Identity: 100 point ID (Appendix 6)
- Enter name into eCPC under Person Search to screen 'do not employ list'. If name appears check screening status, if no name appears person can commence work (i.e.: they are not on 'do not employ list')

## TEACHER EDUCATION STUDENTS (AND PEOPLE UNDERTAKING OTHER PRACTICAL TRAINING)

### Teacher Education Students in 1<sup>st</sup> - 3<sup>rd</sup> Years:

- Complete WWCC – Declaration for volunteers and contractors (Appendix 5)
- Proof of Identity: 100 point ID (Appendix 6)
- Enter name into eCPC under Person Search to screen 'do not employ list'. If name appears check screening status, if no name appears person can commence work (i.e.: they are not on 'do not employ list')

### Teacher Education Students – 4<sup>th</sup> Year:

- Required checks should be previously obtained at higher education institution (WWCC checks)
- Written confirmation from the higher education institution or course workplace should be verified before person commences work in schools
- Complete WWCC – Declaration for volunteers and contractors (Appendix 5)
- Proof of Identity: 100 point ID (Appendix 6)
- Enter name into eCPC under Person Search to screen 'do not employ list'. If name appears check screening status, if no name appears person can commence work (i.e.: they are not on 'do not employ list')

### Other people undertaking practical training as part of an educational or vocational course in NSW government school:

- Required checks should be previously obtained at course workplace
- Written confirmation from the course workplace should be verified before person commences work
- Complete WWCC – Declaration for volunteers and contractors (Appendix 5)
- Proof of Identity: 100 point ID (Appendix 6)
- Enter name into eCPC under Person Search to screen 'do not employ list'. If name appears check screening status, if no name appears person can commence work (i.e.: they are not on 'do not employ list')

### Supervisors of University & TAFE Students (If supervising within student learning environment):

- Written confirmation from the higher education institution should be supplied
- Proof of Identity: 100 point ID (Appendix 6)

## **FAMILY AND COMMUNITY SERVICES & RELEVANT ORGANISATIONS WORKING IN CONJUNCTION WITH FACS, and DESIGNATED OUT OF HOME CARE PROVIDERS & THEIR EMPLOYEES**

FACS caseworkers or contact workers (eg: persons transporting students), and persons working for other organisations supporting FACS eg: Benevolent Society, KARI, Brighter Futures etc

- Written confirmation from FACS outlining purpose of visit and/or care arrangements
- Required checks already completed (trusted)
- Sight photo identification

Persons working for designated Out of Home Care providers (eg: Catholic Care, Barnardos, Life Without Barriers etc) & their employees. NB: FACS can transfer case management to these providers, following cases being closed with FACS

- Written confirmation from FACS or designated OOHC provider outlining purpose of visit and/or care arrangements
- Required checks already completed (trusted)
- Sight photo identification

### **NOTE:**

- If official name badges are worn. Sight photo identification.

### **REVIEW & DOCUMENTATION:**

The WWCC is valid for 5 years from the date it is granted, unless it is cancelled sooner by the NSW Children's Guardian or if it is surrendered sooner by the WWCC holder. If after five years the WWCC is still required, the necessary steps should then be undertaken to update the person's WWCC status.

The records/documentation for all volunteers and Non-DoE Contractors should be kept for 5 years. Recommendation from Probity that the WWCC processes are renewed if the person has not worked at the school within a 12 month period, otherwise they are not required to be renewed unless advised of via policy/procedure change.

Letters from relevant organisations need to be supplied to the Principal before the commencement of the new work being undertaken on a yearly basis.

**DOCUMENTATION:** The documents are to be kept for five years after the engagement has been completed, or longer if advice to the contrary has been received or the engagement has been the subject of legal action, and then disposed of in a secure manner; for example shredding.

### **REFERENCES & SUPPORT:**

#### **REFERENCE TO DoE POLICIES AND LEGISLATION:**

- NSW Department of Education and Communities Working with Children Check Policy (2013)
- NSW Department of Education and Communities Working with Children Check Procedures (2013)
- Child Protection (Working with Children) Act 2012
- Child Protection (working with Children) Regulation 2013

### **CONTACTS:**

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