



Guidelines for Schools Working with Children Checks (WWCC)



Purpose

The purpose of these guidelines is to assist Schools in knowing when school personnel require a Working with Children Check. If you require any clarification or have specific questions please contact the Child Protection Team on 9847 0618.

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Who	Type	Process
Paid Employees	<p>1. <u>Existing staff recruited by the school or the CSO</u> for teaching and school support staff positions, school leadership and other school specialist roles including full time, part-time and temporary appointments.</p> <p>For example:</p> <p>Teaching staff:</p> <ul style="list-style-type: none"> • Classroom teacher • Teacher assistant • Teacher/librarian <p>School support staff:</p> <ul style="list-style-type: none"> • Learning support assistant • School administrative assistant • Canteen supervisor or assistant • Uniform shop supervisor • Maintenance/outdoor worker • Lab assistant • Cleaner <p>Leadership & specialist staff:</p> <ul style="list-style-type: none"> • Principal • Assistant Principal • REC • School Counsellor • Aboriginal Education worker • Family Liaison Officer • School Chaplain • Youth Minister • ICLT field technician • CSO field staff 	<ul style="list-style-type: none"> • Staff currently employed in the school do not need to apply for a new WWCC straight away – they will be phased in. • For secondary school staff the phase in period is 1 April 2016 – 31 March 2017. • For primary school staff the phase in period is 1 April 2017 – 31 March 2018. Please note, due to the BOSTES accreditation process (which includes the requirement for a valid WWCC) all primary school <i>teaching</i> staff will need to have completed their WWCC by 31st December 2017. • It will be the responsibility of the school to ensure all staff who require a WWCC apply for one. • On phase in, to apply for a Working With Children Check staff should: <ol style="list-style-type: none"> 1. Go to www.kidsguardian.nsw.gov.au and fill in the online application form or call (02) 9286 7219 for assistance. 2. Take the application number to a motor registry or government access centre, pay the fee of \$80 (\$16 per year, fully tax-deductible) and have your identity confirmed (you will need to take appropriate identification with you). 3. You will receive your outcome and Working With Children Check number by email (or post if you do not have an email address). Send the WWCC number, your full name and DOB to the CSO for verification. • Contact details for staff who complete verifications are: <ul style="list-style-type: none"> ○ Wendy Collins, ph: 9847 0618 or csocp@dbb.org.au ○ Workforce Admin, ph: 9847 0638 or workforce.admin@dbb.catholic.edu.au • A database and originals of WWCC clearances will be maintained by the CSO.
	Documentation	
	<ul style="list-style-type: none"> • Form completed online at www.kidsguardian.nsw.gov.au • Clearance confirmation details to be provided to CSO for verification and filing. 	

Who	Type	Process
Paid Employees	<p>2. <u>Existing staff recruited by the school or the CSO who are transferring permanently to a new position</u> or who are recruited to a new position or who are returning to a substantive position from a leave of absence of more than 12 months or who are acting up in a position for 12 months or more.</p> <p>For example:</p> <ul style="list-style-type: none"> • Teacher to coordinator • Teacher to REC • Teacher LWOP return to work • Assistant Principal to Principal • REC to Assistant Principal • Teacher/Assistant Principal/REC to Ed Officer 	<ul style="list-style-type: none"> • These staff must apply for a new Working with Children Check before commencing or returning to their position. • To apply for a Working with Children Check applicants should: • Go to www.kidsguardian.nsw.gov.au and fill in the online application form or call (02) 9286 7219 for assistance. • Take the application number to a motor registry or government access centre, pay the fee of \$80 (\$16 per year, fully tax-deductible) and have your identity confirmed (you will need to take appropriate identification with you). • You will receive your outcome and Working with Children Check number by email (or post if you do not have an email address). Send the WWCC number, your full name and DOB to the CSO for verification. • Contact details for staff who complete verifications are: <ul style="list-style-type: none"> o Wendy Collins, ph: 9847 0618 or csocp@dbb.org.au o Workforce Admin, ph: 9847 0638 or workforce.admin@dbb.catholic.edu.au • A database and originals of WWCC clearances will be maintained by the CSO.
	Documentation	
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Who	Type	Process
Paid Employees	<p>3. <u>New applicants recruited by the school or the CSO</u> for teaching and school support staff positions, school leadership and other school specialist roles including full time, part-time and temporary appointments.</p> <p>For example:</p> <p>Teaching staff:</p> <ul style="list-style-type: none"> • Classroom teacher • Teacher assistant • Teacher/librarian <p>School support staff:</p> <ul style="list-style-type: none"> • Learning support assistant • School administrative assistant • Canteen supervisor or assistant • Uniform shop supervisor • Maintenance/outdoor worker • Lab assistant • Cleaner <p>Leadership & specialist staff:</p> <ul style="list-style-type: none"> • Principal • Assistant Principal • REC • School Counsellor • Aboriginal Education worker • Family Liaison Officer • School Chaplain • Youth Minister • ICLT field technician • CSO field staff 	<ul style="list-style-type: none"> • These applicants must apply for a new Working with Children Check before commencing. • To apply for a Working with Children Check the applicant should: <ol style="list-style-type: none"> 1. Go to www.kidsguardian.nsw.gov.au and fill in the online application form or call (02) 9286 7219 for assistance. 2. Take the application number to a motor registry or government access centre, pay the fee of \$80 (\$16 per year, fully tax-deductible) and have your identity confirmed (you will need to take appropriate identification with you). 3. You will receive your outcome and Working With Children Check number by email (or post if you do not have an email address). Send the WWCC number, your full name and DOB to the CSO for verification. • Contact details for staff who complete verifications are: <ul style="list-style-type: none"> ○ Wendy Collins, ph: 9847 0618 or csocp@dbb.org.au ○ Workforce Admin, ph: 9847 0804 or workforce.admin@dbb.catholic.edu.au • A database and originals of WWCC clearances will be maintained by the CSO.
	Documentation	
	<ul style="list-style-type: none"> • Form completed online at www.kidsguardian.nsw.gov.au • Clearance confirmation details to be provided to CSO for verification and filing. 	

Who	Type	Process
Paid Employees	<p>4. Engagement of <u>existing casual teacher and casual support staff</u> positions by schools.</p> <p>For example:</p> <ul style="list-style-type: none"> • Long term casual teachers • Long term casual support staff • HSC/School Certificate examiner 	<ul style="list-style-type: none"> • All casual staff applying to work within the Diocese must have successfully completed pre-employment background screening (WWCC). • Casuals who have been employed in the Diocese in the past 12 months do not need to apply for a new WWCC straight away – they will be phased in. • For secondary school staff the phase in period is 1 April 2016 – 31 March 2017. • For primary school staff the phase in period is 1 April 2017 – 31 March 2018. Please note, due to the BOSTES accreditation process (which includes the requirement for a valid WWCC) all primary school <i>teaching</i> staff will need to have completed their WWCC by 31st December 2017. • It will be the responsibility of the school to ensure all staff who require a WWCC apply for one. • On phase in, to apply for a Working with Children Check staff should: <ul style="list-style-type: none"> 1. Go to www.kidsguardian.nsw.gov.au and fill in the online application form or call (02) 9286 7219 for assistance. 2. Take the application number to a motor registry or government access centre, pay the fee of \$80 (\$16 per year, fully tax-deductible) and have your identity confirmed (you will need to take appropriate identification with you). 3. You will receive your outcome and Working With Children Check number by email (or post if you do not have an email address). Send the WWCC number, your full name and DOB to the CSO for verification. • Contact details for staff who complete verifications are: <ul style="list-style-type: none"> o Wendy Collins, ph: 9847 0618 or csocp@dbb.org.au o Workforce Admin, ph: 9847 0804 or workforce.admin@dbb.catholic.edu.au • A database and originals of WWCC clearances will be maintained by the CSO.
	Documentation	
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Who	Type	Process
Paid Employees	<p>5. Engagement of <u>new casual teacher and casual support staff positions</u> by schools.</p> <p>For example:</p> <ul style="list-style-type: none"> • New casual teachers • New casual support staff • Casual teachers returning from a leave of absence of 12 months or more 	<ul style="list-style-type: none"> • All new casual employees applying to teach at a school for the first time must have been appropriately screened including have a verified WWCC. • To apply for a Working with Children Check the applicant should: <ol style="list-style-type: none"> 1. Go to www.kidsguardian.nsw.gov.au and fill in the online application form or call (02) 9286 7219 for assistance. 2. Take the application number to a motor registry or government access centre, pay the fee of \$80 (\$16 per year, fully tax-deductible) and have your identity confirmed (you will need to take appropriate identification with you) 3. You will receive your outcome and Working With Children Check number by email (or post if you do not have an email address). Send the WWCC number, your full name and DOB to the CSO for verification. • Contact details for staff who complete verifications are: <ul style="list-style-type: none"> ○ Wendy Collins, ph: 9847 0618 or csocp@dbb.org.au ○ Workforce Admin, ph: 9847 0804 or workforce.admin@dbb.catholic.edu.au • A database and originals of WWCC clearances will be maintained by the CSO.
	Documentation	<ul style="list-style-type: none"> • Form completed online at www.kidsguardian.nsw.gov.au • Clearance confirmation details to be provided to CSO for verification and filing.

Who	Type	Process
Volunteers	<p>6. Parent/close relative volunteers who will have direct contact with children.</p> <p>For example:</p> <ul style="list-style-type: none"> • Parent/spouse/defacto partner/sibling/grandparent/step family members/aunt/uncle/niece or nephew (who is over 18 years) • Aboriginal and Torres Strait Islander close relatives include people who are part of the extended family or kin of the child according to the indigenous kinship system. • Classroom helpers • Canteen volunteers • Uniform shop volunteers • School excursions volunteers 	<ul style="list-style-type: none"> • Under the legislation parent/close relatives volunteers are not required to undertake background screening checks (WWCC) unless they are working in high risk areas (see 8). • However a declaration form must be completed stating they do not have a criminal record that makes them a prohibited person. • This process is managed by the school and the declaration forms are retained by the school. • The declaration only needs to be completed once if there is no break in service for 12 months or more. • Proof of identity to be provided when completing the Declaration for the first time.
	Documentation	
	<ul style="list-style-type: none"> • Declaration 	

Who	Type	Process
Volunteers	<p>7. <u>Volunteers who are not parents or close relatives of a child</u> who will have direct contact with children.</p> <p>For example:</p> <ul style="list-style-type: none"> • Community member • Family friend • Classroom helpers • Canteen volunteers • Uniform shop volunteers • School excursions volunteers 	<ul style="list-style-type: none"> • These volunteers require a Volunteer Working with Children Check. The check is free. • For existing volunteers who have been engaged in the Diocese in the past 12 months they do not need to apply for a new WWCC straight away – they will be phased in. • For secondary school volunteers the phase in period is 1 April 2016 – 31 March 2017. • For primary school volunteers the phase in period is 1 April 2017 – 31 March 2018. • For new volunteers in this category they will need to apply for a new check now. • It will be the responsibility of the school to ensure all staff who require a WWCC apply for one. • On phase in, to apply for a Working with Children Check volunteers should: <ol style="list-style-type: none"> 1. Go to www.kidsguardian.nsw.gov.au and fill in the online application form or call (02) 9286 7219 for assistance. 2. Take the application number to a motor registry or government access centre, and have your identity confirmed (you will need to take appropriate identification with you). 3. You will receive your outcome and Working With Children Check number by email (or post if you do not have an email address). Send the WWCC number, your full name and DOB to the CSO for verification. • Contact details for staff who complete verifications are: <ul style="list-style-type: none"> o Wendy Collins, ph: 9847 0618 or csocp@dbb.org.au • A database and originals of WWCC clearances will be maintained by the CSO.
	Documentation	
<ul style="list-style-type: none"> • Form completed online at www.kidsguardian.nsw.gov.au • Clearance confirmation details to be provided to CSO for verification and filing. 		

Who	Type	Process
Volunteers	<p>8. All volunteers working in high risk areas (whether or not they are a parent or close relative).</p> <p>For example:</p> <ul style="list-style-type: none"> • Providing personal care services to children with disabilities involving intimate contact with those children (such as assistance with toileting, bathing or dressing). • Providing mentoring services as part of a formal mentoring program. • LAP program volunteers. • One on one contact for extended periods. 	<ul style="list-style-type: none"> • These volunteers require a Volunteer Working with Children Check. The check is free. • For existing volunteers who have been engaged in the Diocese in the past 12 months they do not need to apply for a new WWCC straight away – they will be phased in. • For secondary school volunteers the phase in period is 1 April 2016 – 31 March 2017. • For primary school volunteers the phase in period is 1 April 2017 – 31 March 2018. • For new volunteers in this category they will need to apply for a new check now. • It will be the responsibility of the school to ensure all staff who require a WWCC apply for one. • On phase to apply for a Working with Children Check volunteers should: <ol style="list-style-type: none"> 1. Go to www.kidsguardian.nsw.gov.au and fill in the online application form or call (02) 9286 7219 for assistance. 2. Take the application number to a motor registry or government access centre, and have your identity confirmed (you will need to take appropriate identification with you). 3. You will receive your outcome and Working With Children Check number by email (or post if you do not have an email address). Send the WWCC number, your full name and DOB to the CSO for verification. • Contact details for staff who complete verifications are: <ul style="list-style-type: none"> o Wendy Collins, ph: 9847 0618 or csocp@dbb.org.au • A database and originals of WWCC clearances will be maintained by the CSO.
	Documentation	
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Who	Type	Process
Supplementary Individuals	<p>9. Individuals/employees who <u>do not ordinarily have contact with children for extended periods.</u></p> <p>For example:</p> <ul style="list-style-type: none"> • Certain maintenance staff • Certain administrative/clerical staff <p>10. Individuals whose <u>work is for a one off occasion</u> and is carried out in the presence of one or more other adults</p> <p>For example:</p> <ul style="list-style-type: none"> • Visiting speakers • Performers • Adjudicator • Assessor • Other visitors <p>11. <u>Individuals from interstate or overseas</u> who perform work in a one off event and the event is the only child-related work carried out by the worker in NSW in that calendar year and the period of work does not exceed 30 days or individuals from interstate who hold an interstate working with children check or are exempt from the requirement to have such a check in his or her home jurisdiction whose child related work in NSW is for no more than 30 days in any calendar year.</p> <p>For example:</p> <ul style="list-style-type: none"> • Interstate/overseas sporting event visitor • Interstate religious tour visitor 	<ul style="list-style-type: none"> • Certain categories of individuals are exempt from requiring a Working with Children Check. • However a declaration form must be completed stating they do not have a criminal record that makes them a prohibited person. • This process is managed by the school and the declaration forms are retained by the school. • The declaration only needs to be completed once if there is no break in service for 12 months or more. • Proof of identity to be provided when completing the declaration for the first time.
	Documentation	
<ul style="list-style-type: none"> • Declaration 		

Who	Type	Process
Supplementary Individuals	<p>12. Practicum teachers who are undertaking practical training as part of an educational or vocational course (other than as a student undertaking work experience).</p> <p>For example:</p> <ul style="list-style-type: none"> • University student 	<ul style="list-style-type: none"> • Schools are permitted to engage teachers, including “prac” teachers if they have a clearance under the new WWCC. • It is the universities responsibility to inform the prac teachers of this obligation. • Either the university or the prac teacher are to provide the school with a letter or declaration stating that the university has verified the WWCC status of all practicum teachers that are supplied to the school. • If a letter or declaration is not provided by the university the individual prac teacher must provide their WWCC number to the CSO for verification. • To apply for a Working with Children Check the prac teacher should: <ol style="list-style-type: none"> 1. Go to www.kidsguardian.nsw.gov.au and fill in the online application form or call (02) 9286 7219 for assistance. 2. Take the application number to a motor registry or government access centre, pay the fee of \$80 (\$16 per year, fully tax-deductible) and have your identity confirmed (you will need to take appropriate identification with you) 3. You will receive your outcome and Working With Children Check number by email (or post if you do not have an email address). Send the WWCC number, your full name and DOB to the CSO for verification on the Contingent Worker Form. • Contact details for staff who complete verifications are: <ul style="list-style-type: none"> o Wendy Collins, ph: 9847 0618 or csocp@dbb.org.au • A database and originals of WWCC clearances will be maintained by the CSO.
	Documentation	<ul style="list-style-type: none"> • Form completed online at www.kidsguardian.nsw.gov.au • Clearance confirmation details to be provided to CSO for verification and filing.

13. **Students who are over 18 years of age** and who are undertaking vocational work placements or work experience at a school.

For example:

- School student

- Students participating in vocational work placements or work experience who are under the age of 18 years are exempt from requiring a WWCC.
- Students who are 18 years of age at the time of the work placement/experience are required to undergo the WWCC but are not required to pay for the Check.
- To apply for a Working with Children Check the student should:
 1. Go to www.kidsguardian.nsw.gov.au and fill in the online application form or call (02) 9286 7219 for assistance.
 2. Take the application number to a [motor registry](#) or [government access centre](#), and have your identity confirmed (you will need to take [appropriate identification](#) with you).
 3. You will receive your outcome and Working With Children Check number by email (or post if you do not have an email address). Send the WWCC number, your full name and DOB to the CSO for verification.
- Contact details for staff who complete verifications are:
 - Wendy Collins, ph: 9847 0618 or csocp@dbb.org.au
- A database and originals of WWCC clearances will be maintained by the CSO.

Documentation

- Form completed online at www.kidsguardian.nsw.gov.au
- Clearance confirmation details to be provided to CSO for verification and filing.

Who	Type	Process
External Service Providers & Contractors	<p>14. <u>External service providers or contractors</u> who are self-employed or who are employees of an external organisations ie tutors and contractors engaged by the school, CSO or parents and who use school premises or who are part of a school program to <u>work directly with students in a supervised or unsupervised capacity</u> and they are paid a fee for service either by the school, CSO or parents.</p> <p>For example:</p> <ul style="list-style-type: none"> • Dance instructor • Australian Arts Alive (A3) • Music tutor • Sports coach • Speech pathologist • External consultant • Peripatetic tutor • Transport services including bus drivers or pedestrian supervisors. • Health service providers eg nurse offering immunisations • Contractors providing personal care services to children with disabilities involving intimate contact • Contractors providing a formal mentoring service • Contractors whose work will involve direct contact with children for extended periods 	<ul style="list-style-type: none"> • All external service providers or contractors working regularly on the school site who may have direct unsupervised contact with students must either produce a certificate for self-employed people to verify that they are suitable to work in child related employment or a current Working with Children Check. • The certificate for self-employed people can only be used until its expiration (unless the phase in period applies beforehand*) after which a new Working with Children Check is required to be obtained. • When an external service provider/organisation supplies multiple employees to provide a service to the school, the individual employee of the organisation is not required to produce their own Certificate or Working With Children Check clearance letter, however it is incumbent upon the external service provider/organisation to conduct Working With Children Checks on behalf of all its employees and the school must request a declaration (or letter) from the organisation which confirms all the employees who attend the school have current WWCC's which have been verified. • Individual contractors or providers who produce their WWCC clearance letter to the school must forward the WWCC number to the CSO for verification. • Contact details for staff who complete verifications are: <ul style="list-style-type: none"> ◦ Wendy Collins, ph: 9847 0618 or csocp@dbb.org.au • A database and originals of WWCC clearances will be maintained by the CSO. <p>* Phase in for transport services for children is 1 April 2014 – 31 March 2015.</p>
	Documentation	
	<ul style="list-style-type: none"> • Form completed online at www.kidsguardian.nsw.gov.au • Clearance confirmation details to be provided to CSO for verification and filing. 	

Who	Type	Process
External Service Providers & Contractors	<p>15. External service providers who are self-employed or who are employees of an external organisations ie tutors and contractors engaged by the school or CSO who <u>regularly work within the school setting</u> and although not primarily engaged to work directly with students <u>may have direct, unsupervised contact with students</u> from time to time while on the school site.</p> <p>For example:</p> <ul style="list-style-type: none"> • Regular tradespeople • Cleaner • Canteen licensee 	<ul style="list-style-type: none"> • All external service providers or contractors working regularly on the school site who may have direct unsupervised contact with students must either produce a certificate for self-employed people to verify that they are suitable to work in child related employment or a current Working with Children Check. • The certificate for self-employed people can be used until its expiration (unless the phase in period applies beforehand*) after which a new Working with Children Check is required to be obtained. • When an external service provider/organisation supplies multiple employees to provide a service to the school, the individual employee of the organisation is not required to produce their own Certificate or Working With Children Check clearance letter, however it is incumbent upon the external service provider/organisation to conduct Working With Children Checks on behalf of all its employees and the school must request a declaration (or letter) from the organisation which confirms all the employees who attend the school have current WWCC's which have been verified. • Individual contractors or providers who produce their WWCC clearance letter to the school must forward the WWCC number to the CSO for verification. • Contact details for staff who complete verifications are: <ul style="list-style-type: none"> ◦ Wendy Collins, ph: 9847 0618 or csocp@dbb.org.au • A database and originals of WWCC clearances will be maintained by the CSO. <p>* Phase in for new school cleaners is 15 June 2013 – 31st March 2014.</p>
	Documentation	
	<ul style="list-style-type: none"> • Form completed online at www.kidsguardian.nsw.gov.au • Clearance confirmation details to be provided to CSO for verification and filing. 	

Who	Type	Process
External Service Providers & Contractors	<p>16. External service providers who are self-employed or who are employees of an external organisation who work on the school site for a short period of time and their <u>work does not primarily require direct unsupervised contact</u> with students but this may occur inadvertently while on the school site.</p> <p>For Example:</p> <ul style="list-style-type: none"> • Builders • Tradesperson • Maintenance Inspector 	<ul style="list-style-type: none"> • Contractors/external service providers who do not ordinarily have direct unsupervised contact with students during the course of their work are not required to be screened. • However a declaration form must be completed stating they do not have a criminal record that makes them a prohibited person. • This process is managed by the school and the declaration forms are retained by the school. • The declaration only needs to be completed once if there is no break in service for 12 months or more. • Proof of identity to be provided when completing the declaration for the first time.
	Documentation	
<ul style="list-style-type: none"> • Declaration 		