



**New**

# Working with Children Check

## Information Sheet – Update 2014

### INFORMATION FOR PRINCIPALS AND SENIOR SCHOOL ADMINISTRATION STAFF

The Working with Children Check is a prerequisite for anyone in child-related work in NSW. The new Working with Children Check (WWCC) commenced on **15 June 2013**.

- From 15 June 2013 the responsibility for undertaking the new Check shifted from the employer to the individual.
- Over a 5 year period, staff, contractors and a limited number of volunteers will be required to obtain the new Check. Please refer to the “Guidelines for Schools – Working with Children Checks” document which outlines when each group will require the new Check.
- The requirements for volunteers, contractors and staff differ slightly. Information sheets for each of these groups are also attached for your information and circulation (as required).
- Post 15 June 2013 the following people will need to undertake the new Check *before* commencing work:
  - Any new staff, or current staff transferring to a new position.
  - Any new or existing contractors whose work involves face to face contact with children and whose Certificate for Self Employed People has expired. Those contractors whose certificate has not expired may continue to work until their certificate expires at which point they will need to apply for the new Check.
  - Any new volunteer who is not the parent or a close relative of a child at the school, or who works in a high risk role.
- Phase in for staff in secondary schools commences from 1 April 2016 – 31 March 2017 and staff in primary schools will be phased in from 1 April 2017 – 31 March 2018.
- The CSO will be responsible for verifying all new Checks. This is an extremely important part of the process as those who require a new Check and who do not have a valid clearance will not be able to work in the school.
- It will be the school’s responsibility to contact Sharon Wadwell 9847 0804 [sharon.wadwell@dbb.catholic.edu.au](mailto:sharon.wadwell@dbb.catholic.edu.au) or Wendy Collins 9847 0610 [wendy.collins@dbb.catholic.edu.au](mailto:wendy.collins@dbb.catholic.edu.au) at the CSO with any Check application numbers provided by staff, contractors and volunteers.
- Volunteers and contractors who are exempt from needing the new Working with Children Check (ie those who are parents and close relatives of students and contractors or staff with minimal contact) must still complete the Declaration form and follow normal visitor protocols including ensuring that all volunteers and contractors sign in and wear a visitor’s badge, and that all volunteers are supervised when working with children.
- Principals will need to continue to be vigilant in referee checking and complete Form 28 for any new recruitment processes conducted after 15 June 2013 as the Working with Children Check is only one resource available to employers in providing a child safe environment and protection for children.

#### More Information

In 2015, the Child Protection Team will be conducting information sessions for all staff to assist schools in preparing for the new Check.

In the meantime, everything you need to know about the new Working with Children Checks is available in the document “Guidelines for Schools – Working with Children Checks”. If you have any additional questions please contact the Child Protection team on 9847 0618 for advice.