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 the paramount consideration in the operation of this policy and the Working with Children Check Procedures.

The Working with Children Check is an important part of the NSW Department of Education'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.

This policy applies to 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.

As an employer, the department has a responsibility to take reasonable steps to ensure that all persons to be employed or engaged in child-related work in the department are suitable for child-related work.

**The department**

Must only allow workers with a valid WWCC clearance to work in child-related roles.

**The NSW Department of Education has** a suite of pre-employment screening methods which are used 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 the following 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).

**The Principal of Jugiong PS:**

* is responsible for ensuring that prospective employees, including contractors and volunteers, are entered on eCPC prior to the engagement of new child-related staff.
* must keep the following records:

|  |  |
| --- | --- |
| * Full name (including first, middle and last name) | * WWCC clearance |
| * + Date of birth | * Category of the worker (paid or volunteer) |

* Must demonstrate compliance with the WWCC policy and procedure by uploading documentary evidence to the A-Z Policy Implementation Tool at the end of each term.

**Volunteers**

The vast majority of volunteers in schools are parents of a child attending the school at which they are volunteering.

Most parent volunteers coming into the school are **exempt** from obtaining a WWCC clearance, regardless of the volunteering activity they are undertaking or the length of time the activity takes.

Some examples of exempt volunteers are (note- this list is not exhaustive):

* Parents volunteering for reading groups in primary schools
* Parents volunteering at a school fete
* Parents volunteering at school camps
* Parents volunteering to attend excursions
* Parents volunteering at the canteen

# The Principal of Jugiong Public School must ensure that:

# volunteers who are exempt from obtaining a WWCC clearance complete appendix 5 and provide 100 points of ID.

* the three types of volunteers known as specified volunteers in schools obtain a WWCC clearance with the Office of the Children’s Guardian (OCG).

**The three types of specified volunteers are:**

* Volunteers providing personal care services to children with disabilities involving intimate contact with those children (such as assistance with toileting, bathing or dressing). This includes parent volunteers providing these services; or
* Volunteers providing mentoring services as part of a formal mentoring program provided by a government or non-government agency; or
* People volunteering at a school (in any volunteering role or capacity), who are not parents or close relatives of a child attending the school at which they are volunteering

# The Principal of Jugiong Public School will:

* Check all volunteers (whether exempt or specified volunteers) on the “not to be employed” database prior to any engagement.
* For exempt parent volunteers, the school must collect a completed appendix 5 and 100 points of ID for each volunteer.
* For specified volunteers, schools must collect each volunteer’s WWCC clearance, completed appendix 11 and 100 points of ID. The school then enters the volunteer into eCPC as a contractor and a request for verification is initiated. The volunteer cannot commence in the volunteering role until eCPC shows that the volunteer is “Cleared”.