

Child Protection

Working with Children Check Procedures for Employees, Volunteers, Contractors, External Providers



Policy Number: 401.1.016.1
Released: 3 May 2022
Review by: 3 May 2023
Document Owner: Catholic Education Diocese of Wagga Wagga (CEDWW)
Relevant Contact: Head of People and Culture
Related Documents: Child Protection Working with Children Procedures
Child-protection-policy
Code-of-conduct

Guidelines for Schools Working with Children Checks (WWCC) for Employees, Volunteers, Contractors, External Providers

Purpose

All Catholic school communities in the Diocese of Wagga Wagga (DWW) are committed to providing a safe and supportive environment for youth, children, staff and volunteers. School communities have the right to expect that staff, volunteers or contractors who are employed or engaged in the Diocesan Schools Systemic, known as Catholic Education Diocese of Wagga Wagga (CEDWW), are appropriately screened and suitable to be in child related work.

The purpose of these guidelines is to assist schools in knowing when personnel and volunteers require a Working with Children Check (WWCC). If you require any clarification or have specific questions, please contact CEDWW People and Culture Team 6937 0000.

Table of Contents

CEDWW Employees	2
Volunteers	3
Volunteers High Risk	3
External Service Providers (Contractors) to CEDWW Schools	4
External (Contractors & Visitors) to CEDWW Schools Declaration Annexure B	5
Practicum Teachers	5
CEDWW People and Culture Team - Working with Children Check Processes	6
Record keeping	6
Related Links	6

CEDWW Employees

A WWCC is a core compliance requirement to work for the Catholic Education Diocese of Wagga Wagga (CEDWW) a valid Working with Children Check must be held at all times.

If your WWCC expires, you will not be able to continue to work in your role, or for CEDWW.

Employees – Permanent, Temporary & Casual Staff recruited by CEDWW		
Working with Children Check Required		
Teaching Staff	School Support Staff	CEDWW Head Office
Principal	Learning & Support -Teachers Assist	All Employees
Assistant Principal	Aboriginal Education Officer	
REC	Business /Finance Managers	
School Chaplain	School administration	
Teachers	Canteen supervisor & Assistant	
Librarian	Uniform shop staff	
	Maintenance / Outdoor worker	
	Cleaner	
	Gardener	
	ICT	
	Health Practitioners / Nurse	
WWCC Clearances are to be provided to CEDWW People and Culture team by the individual for verification See - CEDWW Working With Children Check Process		

Where a child-related worker is required to hold a WWCC clearance, CEDWW **will not accept a WWCC application number (APP) as meeting WWCC requirements**, regardless of the fact that a valid application is considered sufficient for employment in some other types of employment.

Employee obligations

Renewals - Employees are required to provide CEDWW People and Culture Team with their CLEARED WWCC prior to your expiry date for verification.

Employees will be **stood down without pay** until a valid Working with Children Check has been submitted to the People & Culture Team for verification. Refer to: [Working with Children Policy](#)

Refer to Reminders [CEDWW Step by Step WWCC](#)

Refer to [CEDWW People and Culture Team - Working with Children Check Processes](#)

NESA - (Teachers only)

A current NSW Working with Children Check (WWCC) clearance for paid employment is a **mandatory** requirement for accreditation. NESA will verify your clearance with the OCG. You cannot be accredited or employed to teach if your WWCC has not been verified.

Refer to : [NESA Working With Children Check Requirements](#) [Update your NESA online account](#)

Volunteers

Working with Children Check Required	Working with Children Check NOT required
Volunteers who are NOT parents or close relatives of a child who will have direct contact with children.	Parent/close relative volunteers who will have direct contact with children.
Community Member	Parent, Spouse, Defacto, Partners
Family Friend	Siblings
Classroom Helpers	Grandparents
Canteen Volunteers	Step Family Members
Uniform Shop Volunteers	Aunty, Uncles
School Excursion (overnight) Volunteers	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
	Speakers and guests invited by the School on Special Occassions
The School is required to submit the WWCC Clearance to CEDWW People and Culture for Verification The school is to ensure all Volunteers that require a WWCC receive a verified result before commencing any duties. See - CEDWW Working With Children Check Volunteer / Contractor Process	Declaration Annexure A must be completed. The Declaration only needs to be completed once if there is no break in service for 12 months or more. The Declaration to be retained by the school and accessible if needed.

Where a child-related worker is required to hold a WWCC clearance CEDWW **will not accept a WWCC application number (APP) as meeting WWCC requirements**, regardless of the fact that a valid application is considered sufficient for employment in some other types of employment.

Volunteers High Risk

Working with Children Check Required
All volunteers working in high risk areas (whether or not they are a parent or close relative).
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
One on one contact for extended periods
Attending overnight Camps or Excursions for children
A volunteer Working with Children Check is required (this check is free). The School is required to submit the WWCC Clearance to CEDWW People and Culture for Verification, The school is to ensure all Volunteers that require a WWCC receive a verified result before commencing any duties. See - CEDWW Working With Children Check Volunteer / Contractor Process

Where a child-related worker is required to hold a WWCC clearance, CEDWW **will not accept a WWCC application number (APP) as meeting WWCC requirements**, regardless of the fact that a valid application is considered sufficient for employment in some other types of employment.

External Service Providers (Contractors) to CEDWW Schools

Working with Children Check Required	
External service providers or contractors who are self-employed or who are employees of an external organisations i.e. tutors and contractors engaged by the school, CEDWW or parents and who use school premises or who are part of a school program to work directly with students in a supervised or unsupervised capacity and are paid a fee for service either by the school, CEDWW or parents.	External service providers who are self-employed or who are employees of an external organisations i.e. contractors engaged by the school or CEDWW who regularly work within the school setting and although not primarily engaged to work directly with students may have direct, unsupervised contact with students from time to time while on the school site.
Dance Instructor, Music tutor, Gymnastic, Tennis, Sports , Self Defence Coach	Regular Trades people (i.e Plumber, Electrician)
Speech Pathologist	Project Officers
External Consultants	Canteen Licensee & their Staff
Peripatetic tutors	
Transport services , bus drivers or pedestrian supervisors	
Health Services e.g. Immunisation nurses	
Contractors providing personal care to children with disabilities involving intimate contact	
Contractors providing a formal mentoring service	
Performers, entertainers (individual WWCC required)	
Contractors whose work will involve direct contact with children for extended periods	
School contracted cleaners (individual WWCC required) regardless of times at school or whether or not they work with children	
<p>All external service providers or contractors working regularly on the school site who may have direct unsupervised contact with students must produce a current Working With Children Check.</p> <p><i>* if applicable the CEDWW Vulnerable Persons Code of Conduct Contractors Building/Maintenance must be issued.</i></p> <p>The School is required to submit the WWCC Clearance to CEDWW People and Culture for Verification.</p> <p>The school is to ensure all Contractors that require a WWCC receive a verified result before commencing any duties.</p> <p>See - CEDWW Working With Children Check Volunteer / Contractor Process</p>	

Where a child-related worker is required to hold a WWCC clearance, CEDWW **will not accept a WWCC application number (APP) as meeting WWCC requirements**, regardless of the fact that a valid application is considered sufficient for employment in some other types of employment.

External (Contractors & Visitors) to CEDWW Schools Declaration Annexure B

Working with Children Check NOT Required - a Declaration form Annexure B must be completed

External service providers who are self-employed or who are:
a worker who works for a period of not more than a total of **5 working days** in a calendar year, (if the work involves minimal direct contact with children or is supervised when children are present)

Employees of an **external organisation**. (other than a School Cleaner) who may incidentally come into contact with children but is not working with the children.

- Builders Construction Workers, Trades Person
- Maintenance inspectors -
- Certain maintenance staff
- Certain administrative/clerical staff
- Health Workers
- Visiting speakers , Adjudicator, Assessor
- Worker who is under 18 years
- Police Officers

Individuals from interstate or overseas who perform work in a one off event and the event is the only child- related work carried out by the worker in NSW. 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**.

For example:

- Interstate/overseas sporting event visitor
- Interstate religious tour visitor
- Jamboree

External Contractors & visitors who do not ordinarily have direct unsupervised contact with students during the course of their work, their contact with children being incidental to their work, are not required to be screened. However, a **Declaration form Annexure B** 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.

Practicum Teachers

Working With Children Check Required

Schools are permitted to engage **Practicum teachers** who are undertaking practical training as part of an educational course.

Tertiary students undertaking practical training or seeking to undertake an unpaid internship or associate program including people undertaking practical training as part of an educational or vocational course are required to have their Working With Children Check (WWCC) clearance verified for WWCC compliance.

It is the university's responsibility to inform the prac teachers of this obligation.

* Practicum or Work Placement WWCC - School induction document must be completed.

The School is required to submit the WWCC Clearance to CEDWW People and Culture for Verification, **The school is to ensure all Practicum Teachers receive a verified result prior to the commencement of the practicum placement.**

See - CEDWW Working With Children Check Volunteer / Contractor Process

Where a child-related worker is required to hold a WWCC clearance, CEDWW **will not accept a WWCC application number (APP) as meeting WWCC requirements**, regardless of the fact that a valid application is considered sufficient for employment in some other types of employment.

CEDWW People and Culture Team - Working with Children Check Processes

1. Renewals: When a WWCC is due for renewal it has to be verified. Employee's have an obligation to advise Catholic Education Wagga Wagga (employer) of their new expiry date and their WWCC number by submitting a **Working with Children Check renewal form**.
2. CEDWW People and Culture will then verify the Working with Children Check, a confirmation email of verification being cleared will be sent.
3. Once a cleared verification has been received, the PHRIS employment record will be updated to reflect the new expiry date.
4. Go to the **WWCC Step by Step Guide** on how to renew or apply for a Working with Children Check.

If you have any concerns or need assistance please contact hr@ww.catholic.edu.au. or phone 69370000

Record keeping

Employees

Records showing the worker's WWCC clearance and the date on which each clearance was verified will be kept by CEDWW, this information is held in the relevant HR system (PHRIS).

- a) For recruitment coordinated by CEDWW People & Culture Team, this information is captured through the relevant HR system. Once entered into the system for verification, it is captured automatically and no further action is required.
- b) For Volunteers and Contactors, a Central Database will be created and maintained by the CEDWW People & Culture Team. WWCC clearance and the date on which each clearance was verified will be kept by CEDWW for seven years post verification.

CEDWW will retain WWCC records

- during the period in which the worker carries out child-related work for the employer, and
- for a period of at least 7 years after the worker ceases to carry out child-related work for the employer.

Related Links

[Volunteer Child Protection Declaration Annexure A](#)

[Contractor Child Protection Declaration Annexure B](#)

[CEDWW Vulnerable Person Code of Conduct Contractors Building / Maintenance Practicum or Work Placement School Induction](#)

[Volunteer Code of Conduct](#)

[WWCC NSW Step by Step How to Procedures](#)

Contractor - Volunteer Central Database Step by Step (in progress)