

# Child Protection

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



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# 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 the 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 on 02 6937 0000.

The Working with Children Check (WWCC) is a requirement for anyone in paid or volunteer child-related work in NSW. Employers and Organisations must verify the WWCC details of anyone they engage in child-related work. The Check lasts for 5 years and undergoes continuous monitoring.

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## 1.1 CEDWW Employees – Working with Children Check Required

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		
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	
	Boarding School Supervisors	
<b>WWCC Clearances are to be provided to CEDWW People and Culture team</b> by the <b>individual for verification</b> 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**, although a valid application number 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 before your expiry date for verification. – refer to CEDWW People and Culture Working with Children Check Processes

**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](#)

### CEDWW Step by Step WWCC Guide

#### 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](#)

# Volunteer – Contractors – Visitors

Working with Children Checks are free for Volunteers and are valid for 5 years

If a person is unsupervised with children regardless of who they are then they require a WCCC

## 1.2 Volunteers – Working with Children Check Required

<b>Volunteers who are NOT parents or close relatives of a child who will have direct contact with children</b>
Community Member
Family Friend
Classroom – Reading Helpers
Canteen Volunteers
Uniform Shop Volunteers
School excursions (not overnight)
Athletic or Swimming Carnivals helpers
Fete/Festival helpers
Off Duty Police Officers or member of the Australian Federal Police
<b>The School is required to submit the WWCC Clearance</b> to CEDWW People and Culture for Verification
<b>The school is to ensure all Volunteers that require a WWCC receive a verified result before commencing any duties.</b>
See - CEDWW Working With Children Check Volunteer / Contractor Process

## 1.3 Volunteers who are parents or close relatives of a child – Declaration Annexure A-B required

<b>Providing there is no risk of unsupervised direct contact with other children and they are not classified as high risk volunteers</b>
Parent, Spouse, Defacto, Partners, Siblings, Grandparents, Step Family Members, Aunty, Uncles Niece or Nephew (who is over 18 years)
Aboriginal and Torres Strait Islander close relatives including people who are part of the extended family or kin of the child according to the indigenous kinship system
<b>Volunteering in the following categories</b>
Classroom – Reading Helpers
Fete/Festival helpers
School excursion volunteers (not overnight)
Athletic or Swimming carnivals helpers
Canteen – uniform helpers
Off Duty Police Officers or member of the Australian Federal Police
<b>Declaration Annexure A-B</b> must be completed, the Declaration only needs to be completed once, if there is no break in service for 12 months or more. <b>This process is managed by the school and the declaration forms are retained by the school which are to be held in the shared CEDWW School information drive.</b>

## 1.4 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

## 1.5 External Service Providers - Contractors – Visitors - 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.

Dance Instructor

Music tutor

Gymnastic

Tennis

AFL & RLF Coaches & Mentors - Sports Development officers

Self Defense Coach

Speech Pathologist

External Consultants

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

Canteen Licensee & their Staff - including Boarding Houses

Performers, entertainers (individual WWCC required)

Project Officers – Architects

Building - Contractors whose work will involve direct contact with children for extended periods

Regular Trades people (Plumber)

Counsellors

**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.

*\* If applicable the CEDWW Vulnerable Persons Code of Conduct Volunteers - Contractors - Visitors Building/Maintenance must be issued.*

**The School is required to submit the WWCC Clearance** to CEDWW People and Culture for Verification. **The school is to ensure all Contractors that require a WWCC receive a verified result before commencing any duties.**

See - CEDWW Working With Children Check Volunteer / Contractor Process

## 1.6 External Service Providers, Contractors & Visitors – Declaration Annexure A-B required

**The following workers and employees engaged in child-related work are exempt from the Act – see [NSW legislation - Child Protection \(Working with Children\) Regulation 2013](#)**

**Employees of an external organisation** (other than a school cleaner) If the work does not ordinarily involve contact with children for extended periods

For example

- Administrative, clerical
- Trades/maintenance services
- Building construction workers
- other ancillary services

**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

**A worker** - who is under the age of **18 years**

**Police officer or member of the Australian Federal Police** - when working in his or her capacity as a police officer

**Health Practitioners** - in private practice, if the provision of services by the practitioner in the course of that practice does not ordinarily involve treatment of children without one or more other adults present

**Individuals who are visiting from interstate or overseas** – for the purpose of 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 the work does not exceed **30 days**

For example:

- Sporting event
- Jamboree
- Religious event
- A tour

**Visiting speakers, adjudicator, performer, assessor or other similar visitors** - at a school or other place where child-related work is carried out if the work of the person at that place is for a one-off occasion and is carried out in the presence of one or more other adults

**External Service Providers, 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 Annexure A-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 which are to be held in the shared CEDWW School information drive.**

## 1.7 External Service Providers – School Cleaners Working with Children Check required

**Cleaners providing cleaning services at a school (a school cleaner) is prescribed as a child-related role.**

School contracted cleaners (individual WWCC required) regardless of times at school or whether or not they work with children

**All external Contracted Cleaners** working on the school site who may have direct unsupervised contact with students must produce a current Working With Children Check.

*\* CEDWW Vulnerable Persons Code of Conduct Volunteers - Contractors - Visitors Building/Maintenance must be issued.*

**The School is required to submit the WWCC Clearance** to CEDWW People and Culture for Verification. **The school is to ensure all Contractors that require a WWCC receive a verified result before commencing any duties.**

See - CEDWW Working With Children Check Volunteer / Contractor Process

## 1.8 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 practicum 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.**

Practicum Teachers should be given a copy of the Practicum or Work placement WWCC - School Induction Document

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 - Working with Children Check Processes

1. Renewals: When a WWCC is due for renewal it has to be verified. Employees 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 Verification or renewal form](#).
2. CEDWW People and Culture will then verify the Working with Children Check, and 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](mailto: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).

- 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.

### Volunteer – Contractors - Visitors - Practicum Teachers

- For Volunteers and Contactors, Visitors and Practicum Teachers a Central Database will be created and maintained by the CEDWW People & Culture Team. **Volunteer – Contractor-Visitor Declaration A-B**
- Will be stored in the Central Database and maintained by the School. Declarations are to be stored in the Central Google Shared drive and will be archived after 12 months

### CEDWW will retain WWCC records

- All WWCC Verifications and the date on which each clearance was verified will be maintained and kept by CEDWW.
- All Clearances including Declarations will be kept during the period in which the worker carries out child-related work for the employer, and for life after the worker ceases to carry out child-related work for the employer.

## Related Links

[Child Protection Working with Children Check Policy](#)

[CEDWW Volunteer Contractor Visitor Code of Conduct - Declaration Annexure A-B](#)

[Practicum or Work Placement School Induction](#)

[CEDWW Volunteer Contractor Visitor Code of Conduct](#)

[CEDWW Step by Step WWCC Procedure](#)

[Child Protection \(Working with Children\) ACT 2012](#)