

## Working With Children Check Policy

### Preamble

The WWC Act protects children by requiring a worker to have a WWCC clearance or current application to engage in child related work. Failure to do so may result in a fine or imprisonment. The Office of the Children's Guardian (OCG) is responsible for determining applications for a WWCC clearance. It involves a national criminal history check and review of reported workplace misconduct findings. All staff, teachers, admin staff, school cleaners and voluntary class assistants must have a clearance.

### Legislation

Our obligations under the WWC Act is:

- 1: To only employ staff that hold a Working with Children clearance.
- 2: To understand and abide by the Mandatory Reporting legislation.

### Nominated Contact People

The School will nominate two contact people who will be the contact between the school and the Office of the Children's Guardian.

Currently the people are:

Denise Underwood Principal

Rena Kealley Assistant Director

### Record Keeping

The Principal is required to:

- 1: Verify online and record the status of each child-related worker's WWCC clearance;
- 2: Record this information in the relevant folder in her office
- 3: Maintain a register of Staff and Volunteers' Working with Children Checks
- 4: Display register on the notice board in foyer.

### Barred workers

It is an offence for an employee to engage in child-related work when they do not hold a WWCC clearance or if they are subject to a bar.

If a staff member becomes barred then they are to be stood down immediately pending an investigation by the school. The staff member has an obligation to the school to either reapply for clearance or resign.

## **Application/Renewal**

An application or renewal can be made through Service NSW or its replacement agency. The process for applying for and renewing a WWCC clearance with the OCG involves a national police check and a review of findings of misconduct. If the OCG grants or renews a WWCC clearance, the holder will be issued with a number, which is to be provided to the School to verify the status of a staff member's WWCC clearance.

## **Refusal/Cancellation**

The OCG can refuse to grant a WWCC clearance or cancel a WWCC clearance. The person is then restricted from engaging in child-related work and not able to apply for another clearance for five years. Employers are notified by the OGC and instructed to remove such persons from child-related work.