



Created by: CD

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Reviewed by: CD

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## Working With Children Check Policy and Procedure

### RATIONALE

This policy documents ways in which the Part C of the Rainbow Ridge Child Protection Policy will be implemented. Part C relates to the Working With Children Act (WWCA)

### PURPOSE

To ensure obligations under the Working with Children Act is complied with, and that all people working or volunteering at Rainbow Ridge School

### POLICY

#### **Relevant Staff**

The Principal and the Clerical Officer appointed to oversee Working With Children Checks must be familiar with this procedure. Verification of WWC is part of the employment process

#### **Procedure**

1. Before the end of January each year the Clerical Officer reviews the Rainbow Ridge School List of Working With Children Checks (WWCC) to determine whether there are any employees or volunteers whose WWCC expires within the next 12 months. If there are:
  - 1.1.1 The Clerical Officer will email the person/s to notify them of the expiry date, and to inform them that they will need to apply for a new WWCC that year, and that it is their responsibility to follow it up; and
  - 1.1.2 The Clerical Officer will make a diary entry for 6 weeks before each expiry date, to again notify people that they must now apply for a new WWCC; and
  - 1.1.3 The Clerical Officer will also make a diary entry for the date/s of expiration, to ask for a copy of the person's new WWCC number.
2. Towards the end of term 4 each year the Clerical Officer will review the Rainbow Ridge School List of WWCC to determine whether there are any employees or volunteers whose WWCC expires before the end of January the following year. If there are:
  - 2.1 The Clerical Officer will email the person/s to notify them of the expiration date, and to inform them that they must provide a WWCC number before that date; and

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- 2.2 The Clerical Officer will advise the Principal that this must be followed up with the person during the summer school holiday period; and
  - 2.3 The Clerical Officer will make a diary entry for the date/s of expiration, to ask for a copy of the person's new WWCC number.
3. When a new employee is appointed to work with children, the Principal will ask them for a WWCC number, which must be provided before commencement.
4. When a new volunteer is appointed to work with children, the Clerical Officer will ask them to sign the Volunteer Statutory Declaration, and the Consent and Undertaking, copies of which are available at <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/exemptions/statutory-declaration> . If the volunteer is likely to work, or has worked, with children on more than 4 occasions, the Clerical Officer will ask them to provide a WWCC number.
5. On receipt of a WWCC number, the Clerical Officer will verify the WWCC number through the Office of the Children's Guardian. If the verification result is:
  - 5.1 CLEARED or APPLICATION IN PROGRESS, the worker may commence work.
  - 5.2 NOT FOUND, EXPIRED, INTERIM BARRED or BARRED, the Clerical Officer must notify the Principal that person must not be employed.
6. Once clearance is obtained, the Clerical Officer will enter relevant details into the Rainbow Ridge School List of WWCC, a copy of which is attached to this procedure as Annexure A. If the employee or volunteer has provided a paper copy of the WWCC number details, this will be filed in the WWCC File.
7. In the case of a new employee or volunteer who's WWCC expires before the end of the school year, the procedures in 2.1 to 2.3, above, will be followed.
8. If an employee or volunteer is required to have a WWCC but is not able to provide a WWCC number, the Principal will advise them that they will not be able to work until a WWCC number is provided and verified.