



Working with Children Check Policy Overview

Ref: <https://education.nsw.gov.au/policy-library/policies/working-with-children-check-policy>
http://www6.austlii.edu.au/cgi-bin/viewdb/au/legis/nsw/consol_act/cpwca2012388/
<https://www.legislation.nsw.gov.au/#/view/regulation/2013/156>
https://education.nsw.gov.au/policy-library/associated-documents/WWCC-Factsheet-Working-with-children-check-procedures_Final.pdf

Purpose

The Working With Children Check (WWCC) is a screening mechanism to prevent certain persons from engaging in child-related work.

1 Implementation

- 1.1 HPS follows department regulations in regards to screening and maintaining records of all who are seeking to be employed or engaged in any one of the following capacities:
 - A paid employee – screened by the Department of Education;
 - A contractor engaged in child related work – WWCC number, 100 points of ID and eCPC screening required;
 - Parent and close relative volunteers – 100 points of ID, a completed appendix 5 and a person search in eCPC is required;
 - Volunteers who are not relatives - WWCC number, 100 points of ID and eCPC screening required;
 - A person undertaking practical training as part of an educational or vocational course – prior to commencement the students educational institute must confirm in writing that the person has met relevant requirements along with providing the persons full name and D.O.B for a database search; and
 - A minister, priest, rabbi, multi or other religious leader or spiritual officer of a religion or other member of a religious organisation - prior to commencement the religious organisation must confirm in writing that the person has met relevant requirements along with providing the persons full name and D.O.B for a database search
- 1.2 A register is kept and regularly updated of all WWCC numbers and eCPC clearances.
- 1.3 The WWCC register is formally reviewed at the end of each school term by a designated SAS member.

2 Evidence

- 2.1 The WWCC register/folder for each paid and non-paid person engaged at HPS.
- 2.2 Copies of eCPC clearances.
- 2.3 The visitor sign in book.
- 2.4 The WWCC spreadsheet folder for each paid and non-paid person engaged at HPS.
- 2.5 Parent / community information distributed to the school community.

3 Policy Review

- 3.1 The WWCC register/folder is formally reviewed at the end of each school term
- 3.2 A WWCC spreadsheet is cross-referenced with the Visitors/Contactors registers (2) at the end of each school term.
- 3.3 The Working With Children Check Policy at HPS is evaluated cyclically as part of the school's evaluation plan.