



# Allambie Heights Public School

**RESPECT**

**RESPONSIBILITY**

**RESILIENCE**

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## Working with Children Check Procedures

### Rationale

Paid staff and volunteers working with children and young people in our schools need to be screened to prevent certain persons from engaging in child-related work as a paid employee or as a volunteer. This procedure applies to:

- paid employees
- a self-employed person or as a contractor or subcontractor
- volunteers
- a person undertaking practical training as part of an educational or vocational course (other than as a student undertaking work experience)
- a minister, priest, rabbi, mufti or other religious leader or spiritual officer of a religion or other member of a religious organisation

### Purpose

*The purpose of this procedure is to ensure that:*

1. Allambie Heights Public School is complying with the Working with Children Check Policy (Act 2012).
2. Paid staff, school employed contractors and volunteers are screened to prevent certain persons from engaging in child-related work.
3. All school stakeholders understand the responsibility of the school to ensure all students and young people are safe within our school environment.

### Responsibility

- The Principal and their executive delegate/s are responsible for these procedures and the steps devised to ensure compliance with Department of Education policy requirements. This procedure will be evaluated and reviewed annually.
- The Allambie Heights Public School staff will be responsible for following these procedures to ensure Department of Education compliance is met each and every day in relation to working in our school.

### Guidelines for Working with Children Check procedures at AHPS:

- New staff employed on a permanent, temporary or casual basis are required by Human Resources Recruitment to attain a paid WWC Certificate and supply this certificate to HR Recruitment prior to commencing permanent, temporary or casual employment. HR recruitment approvals are granted on ECPC on the NSW DoE staff portal. ECPC must be accessed by the School Principal prior to the employment of any staff member and, if necessary, a new person screening process must be completed prior to employment of any type.
- All casual teachers employed by the school must present an approval letter from HR Recruitment prior to employment as a casual teacher. All casual teachers will be monitored by the Deputy Principal.
- As current staff members complete the WWC process for paid employment with children, they must update their details on ESS on the Department of Education's portal for verifying by the Probity Unit. This process must be completed by all school staff by Friday 17 November 2017. The School Principal and the executive team will be responsible for ensuring all staff log this information on the NSW DoE ESS portal. The Principal will run daily checks on ECPC to confirm staff compliance with this WWC requirement and support staff through this process. A staff list of records must be kept to monitor this process.
- Contractors employed by Spotless and Broad Spectrum must conduct their own WWC checks and provide feedback in writing to the School Principal, if necessary. All contractors must wear the appropriate contractor badging and sign in and out at the school office when on school site. They must also wear a school issued red badge that signifies to all staff that they have signed in at the school office before accessing any other part of the school.

- Volunteers for SRE and Ethics must be checked by their relevant provider and a copy of the necessary documentation must be provided to the SRE/Ethics coordinator prior to the commencement of this program each year. The SRE/Ethics coordinator for the school must file this information with their organisational files. These files must be provided to the school office for archiving at the end of each school year.
- Volunteers for classrooms, canteen, school fairs, band camp etc must provide the school office with a copy of their WWCC certificate for volunteers before they can commence volunteering in the school. These certificates will be stored in a folder that is sorted alphabetically and this folder is to remain in the office. Individual details will also be logged by the full time SAO in a school electronic file that is password protected so that only nominated staff can edit the file. This file will be accessible for all staff to check the volunteer status of all volunteers working within their domain.
- Volunteers who are not related to a student within the school and school employed contractors, such as canteen coordinators, band conductors and companies providing incursions must provide the school office with a completed Appendix 11, a 100 point ID check and a paid WWCC. The information contained in these files will be used by the full time SAO to conduct a screening in ECPC prior to these volunteers or contractors taking on a role in the school. School staff organising incursions are responsible for following up the screening of paid contractors coming in to run incursions in the school.
- Classroom teachers are responsible for checking the WWCC status of all volunteers wishing to work in their classrooms. Staff must communicate with all volunteers the importance of this process. This communication will take place during meet the teacher evening, class newsletters and fortnightly whole school newsletters. All classroom volunteers must sign in and out at the school office and wear a school issued badge to signify that they have followed this process.
- P and C sub committees are responsible for checking the volunteer status of parents and community members wishing to work within the parameters of P and C events, in which students will be present. The P and C will call for volunteers and ask the school office to check school files well in advance of events where volunteers are required. All volunteers during the school day must sign in and out at the school office and wear a school issued badge to signify that they have followed this process. This is not the case for volunteers working at after school hour events.
- For all volunteers, the School Principal is responsible for running a screening check through ECPC to ensure that each person working in the school is not included on the 'do not employ' list.
- The five day a week SAO will monitor the WWCC expiry dates of certificates currently held by the school. Should a certificate expire, this person will no longer be able to volunteer or work in the school until an updated certificate has been received by the school.