



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 through manageable processes for schools 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 – specified and non-specified
- 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) in a process that is manageable for school staff and supports the safety of all students and young people in the care of the school.
2. Paid staff, employed contractors and volunteers are screened to prevent certain persons from engaging in child-related work.
3. All school community 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 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 annually, following the Department of Education's policy monitoring evaluation of the school.
- The Allambie Heights Public School staff and community will be responsible for following these procedures to ensure Department of Education compliance is met each and every day in relation to working or volunteering in our school.

Guidelines for Working with Children Check procedures at Allambie Heights PS:

- 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 or their delegate 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. As per Department of Education requirements, the school must keep printed records of ECPC checks for all permanent and temporary staff at the commencement of each school term and each day that a casual teacher is employed by the school.
- As current staff members complete the WWC process for paid employment with children, they must update their details on the Department of Education's portal for verifying by the Probity Unit. This process must be completed by all school staff on renewal of their WWCC. As per Department of Education requirements, the school must keep printed records of ECPC checks for all permanent and temporary staff at the commencement of each school term.
- Contractors employed by Department of Education must conduct their own WWC checks and provide the relevant documentation to the appropriate Department of Education directorate. 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 'visitor' sticker 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 SEE must be checked by their relevant provider and a copy of the necessary documentation must be provided to the SRE/SEE coordinator prior to the commencement of this program each year. The coordinator must provide the SRE and SEE documentation to the Principal or their delegate to ensure ECPC checks can be conducted. As per Department of Education requirements, the school must keep printed records of ECPC checks for all SRE and SEE volunteers staff and must complete this process if the lists from the providers is updated at any time during the year.
- Parent and carer volunteers for classrooms, canteen, school fairs, excursions, bbqs, discos etc must provide the school office with a copy of their WWCC certificate for volunteers before they can commence volunteering in the school. In the event that there has been a delay in the WWCC being processed and the parent or carer has a WWCC application number only, office staff will support the relevant parent or carer to complete the relevant section of an interim 'Declaration for Child-Related Workers' – with required supporting identification documentation. All parent and carers volunteer documents will be stored in a folder that is sorted alphabetically and this folder will remain in the school office. Individual details will also be logged in a school electronic file that is password protected so that only office staff can edit the file. As per Department of Education requirements, the school must keep printed records of ECPC checks for all parent and carer volunteers for all school related and P and C related volunteering opportunities. In addition to expiration emails received from the Office of Children's Guardian, school office staff will also remind parents and carers of the upcoming expiry of their WWCC. Should a certificate expire, this person will no longer be able to volunteer or work in the school until an updated certificate or an interim 'Declaration for Child-Related Workers' – with the required documentation - has been received by the school.
- Volunteers under the age of 18 are exempt from requiring a Working With Children Check clearance, regardless of whether they are engaged in child-related work. This includes P and C volunteers. These volunteers must be complete all relevant sections of the 'Declaration for Child-Related Workers' – with the required documentation. All under the age of 18 volunteer documents will be stored in a folder that is sorted alphabetically and this folder will remain in the school office. Individual details will also be logged in a school electronic file that is password protected so that only nominated staff can edit the file. As per Department of Education requirements, the school must keep printed records of ECPC checks for all under the age of 18 volunteers for all school related and P and C related volunteering opportunities.
- Anyone over the age of 18 volunteering at a school, who is not a parent or close relative of a child attending the school at which they are volunteering, is considered a specified volunteer. Other specified volunteer roles include:
 - parents or close relative volunteers who take students other than their own children to school activities, eg: excursions, camps, carnivals
 - any person, including parents and carers, providing personal care services to children with disabilities
 - any person, including parents and carers, providing mentoring services or as part of a formal mentoring program
 - any volunteer, including parents and carers, attending an overnight excursionIf not already screened in the Department of Education's ECPC system, these volunteers must be complete all relevant sections of the 'Declaration for Child-Related Workers' – with the required documentation. Upon completion, the office staff must complete a screening in ECPC. Specified volunteers cannot commence volunteering in any capacity until this screening has been returned. As per Department of Education requirements, the school must keep printed records of ECPC checks for all specified volunteers for all school related and P and C related volunteering opportunities.
- Classroom teachers are responsible for checking the WWCC status of all volunteers wishing to work in their classrooms or supporting their class on an excursion or incursion. Prior to the volunteering opportunity, staff must provide the school office with their class volunteer list for office staff to check the school holds the appropriate volunteering documentation and that the volunteer is not on the Department of Education's NTBE database. The importance of this process will be communicated to all members of the school community through the newsletter at the start of each school year. All classroom or incursion volunteers must sign in and out at the school office and wear a school issued 'volunteer' sticker to signify that they have followed this process.
- For non-Department of Education contractors and sub-contractors engaged to work in child-related roles within a school environment that is not paid for by the school, it is the company/organisation's responsibility to ensure its workers have met the relevant requirements. This covers:
 - paid workers of the company or organisation

- unpaid workers of the company or organisation
- any person sub-contracted by the company or organisation to undertake the work

These workers do require a WWCC and this documentation is managed by the company or organisation. The company or organisation must complete all relevant checks and complete a 'Declaration For Contractors With Workers In Child-Related Roles' form and provide it to the school. The contractor must include each worker's full name, date of birth and WWCC details on the declaration. These workers do not complete the 'Declaration for Child-Related Workers' form, nor do they need to be screened in ECPC. Companies and organisations will be required to provide this completed list to the school office well in advance of their scheduled attendance to the school site. Once the 'Declaration For Contractors With Workers In Child-Related Roles' form has been received by the school office, office staff must complete an NTBE check for every declared work on the Department of Education's ECPC site. When the worker arrives onsite, they must show one form of identification when signing in to correctly identify them and to match them to the name on the included declaration and the ECPC verification. Any person whose details have not been included on the declaration will not be able to be engaged until the contractor or organisation has provided all the relevant details to the school, confirmed they have met all requirements and required ECPC checks have been completed. As per Department of Education requirements, the school must keep printed records of ECPC checks with the 'Declaration For Contractors With Workers In Child-Related Roles' form for all non-Department of Education or school employed contractors and sub-contractors. In the event that this is a P and C coordinated event that is being held outside of school hours, the P and C will be responsible for coordinating the signing in and signing out processes for the event, including the checking of ID to ensure it matches the details of the contractor or sub-contractor whom is signing in for the event. At the conclusion of the P and C event, the event coordinator for the P and C is responsible for providing the completed sign in and sign out sheets to the school office for storage with the P and C signed Community Use Agreement, P and C completed risk assessment and any other relevant event documentation. In the event of P and C contractors requesting access to Department of Education resources, the school has agreed to support the P and C with this access and the office staff will screen these employees as contractors through ECPC. Once this approval has been provided, office staff will communicate this approval with the relevant P and C employees.

- P and C sub-committees are responsible for checking the volunteer status of parents, carers and community members wishing to work within the parameters of P and C events, in which students will be present at any stage. The P and C will call for volunteers through the school's communication channel, Compass, and ask the school office to check school files well in advance of events where volunteers are required. Office staff will liaise with the appropriate P and C event organiser to coordinate the timeline for this Department of Education requirement. All volunteers during the school day must sign in and sign out at the school office and wear a school issued 'visitor' sticker to signify that they have followed this process. This is not the case for volunteers working at after school hour events. The P and C will be responsible for coordinating the signing in and signing out processes for the event, including the checking of ID to ensure it matches the details of the volunteer whom is signing in for the event. At the conclusion of the P and C event, the event coordinator for the P and C is responsible for providing the completed sign in and sign out sheets to the school office for storage with the P and C signed Community Use Agreement, P and C completed risk assessment and any other relevant event documentation.

All WWC documentation will be archived by the school office at the end of the school year and will be securely stored as per Department of Education requirements. These documents must be available to the Department of Education's audit team at any point in time.