

APPLICABLE TO	All CSO and diocesan school employees and volunteers		
DOCUMENT OWNER	Head of Employee Services		
SCHOOL ACTIONS	System Procedure – Schools are to ensure their practices are consistent with this procedure. A local procedure is not required.		
APPROVAL DATE	April 2017		
APPROVED BY	Leadership Team		
LAST REVIEW DATE/S	New Procedure	NEXT REVIEW DATE	2018
RELATED DOCUMENTS	Role descriptions		

Purpose

As per the *Children and Young Persons (Care and Protection) Act (1998)* and Regulation 2012, all Catholic Schools Office, Diocese of Maitland-Newcastle employees in child-related work must complete a Working With Children Check (WWCC) through the Office of the Children's Guardian. The result of a Working With Children Check is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked.

These procedures take effect from 15 June 2013 following the implementation of the *Child Protection (Working With Children) Act 2012* and the *Child Protection (Working With Children) Regulation 2013*.

Scope

These procedures apply to people who are employed or engaged (or who are seeking to be employed or engaged) in child-related work with the Catholic Schools Office, Diocese of Maitland-Newcastle who are 18 years of age or over. In the Diocese of Maitland-Newcastle a Working With Children Check is a requirement for all people who work or volunteer in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct.

Responsibilities

CSO Leadership Team and Principals

Senior leaders are responsible for communicating, administering and managing this procedure with their staff.

Employees

All employees are required to obtain a Working With Children Check, according to the phase-in schedule set by the Office of the Children's Guardian.

Volunteers

All volunteers, with some exceptions, are required to obtain a Working With Children Check before undertaking child-related work. Refer to the following Diocese of Maitland-Newcastle documents for procedures for volunteers:

- Volunteer Verification and Declaration Form
- Working With Children Check Clearance Checklist for Volunteers in Schools

Definitions

Child-related work

Any work in an area prescribed as child-related work in the *Child Protection (Working With Children) Act 2012* and the *Child Protection (Working With Children) Regulation 2013*. This includes but is not limited to work in the following areas:

- education – work in schools or other educational institutions including the private coaching or tuition of children

Children

Persons under the age of 18 years.

Clearance

If the outcome of online verification is 'cleared' or 'application in progress' the worker may begin working with children immediately. Cleared applicants may use their Working With Children Check for any child-related work in NSW for five years. They are also subject to ongoing monitoring for relevant new records which may lead to the clearance being revoked before it is expired (i.e. barred from working with children).

Direct contact

Physical contact or face-to-face contact.

Employee

Any person aged 18 years or over who is employed or engaged in work in any of the following capacities:

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

Step by Step

APPLYING FOR A WORKING WITH CHILDREN CHECK: EMPLOYEES

All CSO and diocesan school employees are required to have a valid Working With Children Check. Check the Office of Children Guardian for the phase-in-schedule (see following; check with your Principal or Head of Service if unsure).

1. Go to the Working With Children Check website (<https://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>) and apply for the check online.
2. Once your application form has been completed online, you will be sent an application receipt containing your Working with Children Check application number via email.
3. To complete your application you must attend a NSW Motor Registry, Government Access Centre, or Service NSW office. NSW Roads and Maritime Service office or NSW Council Agency offering RMS services to:
 - Verify your identity. Proof of identity for the Working With Children Check is the same as for a NSW photo driver licence.
 - Pay your application fee of \$80 for a paid worker (for a 5 year clearance).

You will need to take:

- The email received confirming your online application.
- Your Working With Children Check application number APPXXXXXX.

- Proof of your identity.
4. Your Working with Children Check number will be emailed to you. Your check could take from 2 hours to 4 weeks or longer. A Working With Children Check includes a national police check and review of findings of misconduct involving children.
 5. Send the email from the Office of Children's Guardian containing your WWCC number to the CSO on es.wwcc@mn.catholic.edu.au with your full name and date of birth in the subject line. Employee Services will then verify your WWCC status.
 6. Keep a copy of your WWCC number for your records.

WWCC PHASE-IN SCHEDULE

CSO and Secondary	ALL secondary school staff and CSO staff are required to have a Working With Children Check number (clearance) and verification.
Primary	<p>ALL primary school teachers should have a WWCC Number that has been verified by Employee Services by 22 September 2017.</p> <p>This will enable staffing details to be forwarded to NSW Education Standards Authority prior to the commencement of Term 1, 2018.</p> <p>ALL primary school non-teaching staff need to have a WWCC Number that has been verified by Employee Services by 31 March 2018.</p>

RECORD KEEPING

The Children's Guardian will remind workers to renew their Check three months before it expires, but employers must also keep records of the current Check status of child-related workers (including volunteers). These records must include the full name, Working With Children Check number, date of verification and Check expiry date of each child-related worker. This information may be audited.

FOR CSO EMPLOYEE SERVICES OFFICE USE ONLY

VERIFYING A WORKING WITH CHILDREN CHECK

CSO Employee Services administrative staff and the Senior Staffing Officer verify Working With Children Checks for CSO employees. The CSO is registered as an employer with the Office of the Children's Guardian. **All employees MUST be verified using the online verification system.** The CSO cannot accept a confirmation letter as proof of clearance.

When to verify employees

- New paid employees need to be verified online before they can begin working with children.
- Current paid employees need to be verified online once they have been phased in to the new Check.

How to verify employees

1. Log in to the WWCC website as an employer, and choose **Verify a status** from the top menu. Enter the following details about each person you wish to verify:
 - Family name
 - Date of birth
 - Working With Children Check number (the CSO does not accept WWCC application numbers)
2. Verify the information on the website. The verification process identifies the CSO as the employer for notification requirements from the Office.
3. Print out verification sheet and add to staff member's personnel file.
4. Update WWCC Database on G Drive with employee's WWCC clearance details.
5. Log WWCC clearance in HRM and Payroll:
 - School-based staff WWCC numbers are logged in HRM and Payroll by ES administrative assistants.
 - CSO-based staff WWCC numbers are entered into HRM and Payroll by the Senior Staffing Officer.
 - Leadership Team WWCC numbers are entered into Payroll by the Payroll Manager.