



Working with Children Check

Guidelines

The NSW Commission for Children and Young People introduced a new Working With Children Check (WWCC) on 15 June 2013, following the implementation of the Child Protection (Working with Children) Act 2012. The WWCC is a prerequisite for anyone in child-related work.

Staff or volunteers already working in child-related positions will be phased in over a 5 year period according to the industry sector.

What is a WWCC?

THE WWCC provides a unique number to a person who has been cleared to work with children. The process involves a national police check and a review of findings of any misconduct. The result is either a clearance to work with children for five years or a bar against working with children.

Who requires a WWCC?

Subject to certain exemptions, the WWCC is for people who work directly with children and have face-to-face contact with children in areas of work specified as 'child-related' or work in a designated role as stated in the legislation. It does not matter whether they are paid, volunteering or self-employed.

Primary school teachers, school administrative and support staff, general assistants and school cleaners employed prior to 15 June 2013 require a WWCC from 1 April 2017. Any of these positions appointed after 15 June 2013, require a WWCC before commencing employment (Category A Workers).

From 15 June 2013, providers of Special Religious Education (SRE) require a WWCC before commencing work in Schools (Category B Workers).

From 1 April 2016, providers of private tuition and coaching (such as private music teachers, sports coaches, chess or language teachers) require a WWCC before commencing work in Schools (Category C Workers). [?]

Who does NOT need to get a WWCC?

The following roles, services and sectors are exempt:

- Administrative, clerical or maintenance work or other ancillary work that does not ordinarily involve contact with children for extended periods (for example a plumber or electrician contracted by the School would not require a WWCC);
- Volunteering by a parent or close relative of a child;
- work with minimal direct contact or unsupervised contact with children, done for no more than five days in a calendar year; and
- a visiting speaker, adjudicator, performer, assessor or other similar visitor at a school or other place where child-related work is carried out if the work of the person at that place is for a one off occasion and is carried out in the presence of one or more other adults.



I am a parent volunteer, do I need a WWCC?

The WWCC allows parents or a close relative of a child to volunteer in activities that involve their own children without needing a WWCC.

If, however, the work is part of a formal mentoring program or involves intimate personal care of children with a disability, the parent volunteer must get a WWCC.

For example, a WWCC is not required for parents volunteering in the following circumstances:

- reading groups in their child's classroom;
- School fundraisers;
- School working bees; or
- School swimming or athletic carnivals.

Who is responsible for determining who needs a WWCC?

- The School Principal will determine if a WWCC is required for Category A Workers.
- The Religious Organisation providing SRE services will determine if a WWCC is required for Category B Workers and will confirm in writing to the School Principal that its obligations have been met.
- The Private tutor or coach will determine if a WWCC is required for Category C Workers and will confirm in writing to the School Principal that its obligations have been met. [?]

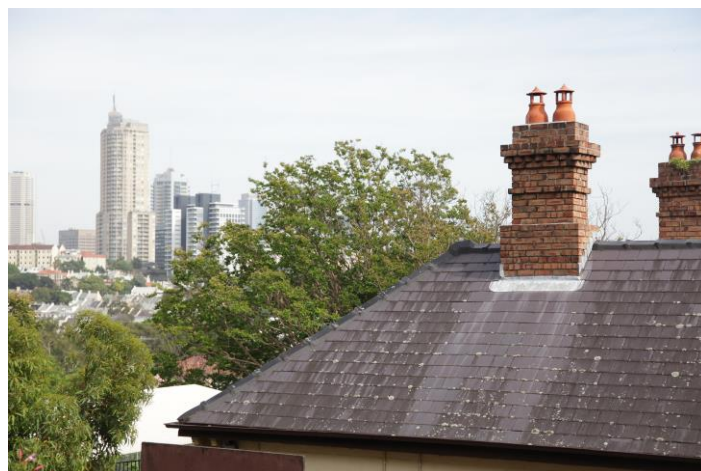
How do I apply for a check?

If the School Principal determines a WWCC is required, the first step is to submit your WWCC application online by going to www.kidsguardian.nsw.gov.au/check.

Once your application form has been completed online, you will be given an application (APP) number. Then, to complete the application, you must take your application number along with proof of identity to a NSW Motor Registry or Service NSW office.

Are WWCC attained prior to 15 June 2013 valid and can my accreditation be upgraded to the new system?

No. The new system works very differently and, you will need to apply for a new WWCC. Accreditation numbers were not issued under the old system, but are required to be quoted and registered under the new system.



Being Child Safe

A WWCC is one of the tools available to keep children safe. It is however only one part of protecting children. This is because people who engage in inappropriate behaviour may not have a criminal record and you can't predict a person's future criminal offending.

Supervision, education and training about appropriate and acceptable behaviours are other important tools for managing risk to children.

Further information

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