



Pittwater House

6.15 Working with Children Check Procedure

The Pittwater House School is committed to promoting the safety, welfare and wellbeing of our students. The School takes a preventive, proactive and participatory approach to child safety with a commitment to the participation and empowerment of all children as well as the needs of all students, including those with a disability, indigenous students and children from culturally and/or linguistically diverse backgrounds.

This Statement applies to the School and its staff, associates volunteers, third party contractors, external education providers, student teachers and students, for the safety, protection and well-being of all Pittwater House students.

Scope

Pittwater House School is committed to safeguarding children and ensuring that only suitable individuals are employed or engaged in any capacity where their duties involve contact with children. To support this commitment, all current and prospective staff, contractors, associates, and volunteers are required to obtain and provide proof of a valid Working with Children Check (WWCC) before commencing their role and to renew it as required to maintain its validity. This applies regardless of position, frequency of attending campus or whether the role involves direct or indirect contact with children.

Purpose

The purpose of this policy is to outline the requirements for obtaining a Working with Children Check for all staff, associates, contractors, and volunteers within the organisation. This is to ensure that the School maintains a safe and supportive environment for children, in compliance with relevant legislation and regulations.

For clarity, associates include:

- Co/Extra Curricular School Assistants
- Music Tutors
- Contractors
- Sport Managers/Coaches
- Professional Placement Students
- Other parties as identified by the School

Working with Children Check

The Working with Children Check (WWCC) is a requirement for anyone who works or volunteers in child-related work in NSW. It involves a National Police Check (criminal history record check) and a review of reportable workplace misconduct.

The outcome of the check is either clearance to work with children or a bar against working with children. If cleared, the check will be valid for 5 years, and applicants are continuously monitored.

You must have a Working with Children Check clearance to work or be engaged at Pittwater House School. You are responsible for renewing your Working With Children Check every five years.

Procedures

1. Application for WWCC:

Individuals required to obtain a WWCC must apply through Service NSW following a two-step process. Further information can be found at <https://wwccheck.ocg.nsw.gov.au/Apply>

2. Verification:

Upon receipt of your WWCC, you must provide your WWCC number, the expiry date and your date of birth to the HR Director for verification and record-keeping purposes. This links your WWCC to the School. Verification must also take place following the renewal of a WWCC clearance.

Associates, contractors and volunteers should provide these details to the person to whom they report at the School, who shall in turn provide them to the HR Director.

3. Record keeping:

Following the verification process, records of WWCC numbers and expiry dates must be stored as follows:

- Staff members: within the School's Management System (managed by HR).
- Associates, Volunteers and Contractors: securely by the person to whom the individual reports at the School.

Evidence of verifying WWCC clearances must be maintained and stored in the same location as the WWCC number and expiry date. Evidence of verification will be provided by the HR Director.

4. Renewal and Changes in Criminal History:

It is your responsibility to renew your WWCC as required and to notify the Principal of any changes in your criminal history that might affect your WWCC status.

5. Compliance Monitoring:

The School will regularly audit WWCC records to ensure compliance with this policy. Failure to obtain, renew, or provide notification of changes in WWCC status may result in the suspension or termination of your employment, contract, or volunteer engagement.

6. Confidentiality:

All information related to the WWCCs will be handled in accordance with privacy laws and the School's privacy policies.

Staff who are responsible for engaging associates, volunteers and/or contractors are required to:

- request their WWCC numbers and date of birth
- provide the details to the HR Director who will verify the WWCC clearance
- maintain the appropriate records
- monitor expiry dates

You must immediately terminate any arrangement with an associate, volunteer or contractor should their WWCC expire and not be renewed.

If a staff member fails to renew their WWCC before the expiry date, they must contact the HR Director as a matter of urgency. Alternative workplace arrangements will be made which may include the staff member being stood down without pay until a WWCC renewal has been received and the verification process completed.

Review and Update

This policy will be reviewed every two years or in response to changes in legislation or School needs to ensure its ongoing relevance and effectiveness.

Version	Revision Details	Revised by:	Authorised by:	Date:
1	New document	J. Marr	J. Walmsley	14/03/2024