Nicholson Street Public School
Working with Children Check Procedures

Working with children check (WWCC) procedures for Nicholson Street Public School are applied in accordance with the Child Protection (Working with Children) Act 2012, the Child Protection (Working with Children) Regulation 2013 & the Working with Children Check procedures (15 June 2013).

What is a WWCC?
The WWCC provides a unique number to a person over 18 years of age that has been approved to work with children. The process involves a number of checks to determine a person’s suitability for employment or engagement. The result of the check is either a clearance to work with children for the period of up to 5 years or a block against working with children.

Who requires a WWCC?
Subject to certain exemptions, all 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 legislated. It does not matter if this work is paid, voluntary or in a contract capacity.

School Staff (employed prior to June 2013) are subject to transition arrangements and require a WWCC prior to 31 December 2017 (teacher) and 31 December 2018 (non-teaching staff). Any position appointed after June 2013 requires a valid WWCC.

Volunteers, contractors and workers employed by third party have specific WWCC requirements related to their roles and should refer to the Working with Children Check procedures (15 June 2013) and the school principal for clarification.

Who does not require a WWCC?
The following roles, services and sectors are in most cases exempt:
- Administrative, clerical or maintenance/ancillary work that does not ordinarily involve contact with children for extended periods.
- Parent volunteers
- Workers with minimal direct or unsupervised contact with children, done no more than five (5) days in a calendar year
- One off visitors to the school e.g. speakers, performers, assessors where the work they carry out is done in the presence of other adults.

Do parent volunteers need a WWCC?
Parents (or close relatives) may volunteer in activities that involve their own children without needing a WWCC. If the work is part of a formal mentoring program or involves the intimate personal care of children with a disability the parent must get a WWCC. The WWCC is not required for parent volunteers in the following:
- Reading groups in their child’s classroom
- School fundraisers
- School working bees
- School carnivals
Who is accountable for determining who needs a WWCC?
The school principal will determine if a WWCC is required and ensure that documentation is maintained for all categories of workers. The responsibility for obtaining the WWCC will in some cases rest with the external employee (or their employer). In these cases all workers will confirm in writing to the principal that the WWCC obligations have been met.

How can someone apply for a WWCC?
If required a WWCC application can be submitted online at www.kidsguardian.nsw.gov.au/check

Procedure Review
These procedures will be reviewed annually. Last review: Nov 2016