



**PROCEDURE:** Working With Children's Check

**UPDATED:** 2022

**REVIEWED BY:** Senior Executive

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**STATEMENT OF INTENT:**

- In accordance with the Child Protection (Working with Children) Act 2012, the safety, welfare and well-being of children and, in particular protecting them from child abuse, is the paramount consideration in the operation of this policy and the Working with Children Check Procedures. <https://policies.education.nsw.gov.au/policy-library/policies/working-with-children-check-policy>
- The Working with Children Check is an important part of the NSW Department of Education's recruitment process to prevent people who pose a risk to the safety, welfare and well-being of children from being employed or engaged in child-related work.

**APPLICABILITY:**

This policy applies to people who are employed or engaged (or who are seeking to be employed or engaged) in any one of the following capacities:

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

**CONTEXT:**

All adults, including volunteers, teachers, and non-teaching staff, and contractors who come onto the school site.

- Every Student, Every School
- Assisting Students with Learning Difficulties DEC Policy
- People With Disabilities - Statement of Commitment
- Disability Discrimination Act (DDA, 1992)
- The Disability Standards for Education 2005.
- The NSW Department of Education and Communities Disability Action Plan.

**Department of Educational Policy:**

- In addition to the WWCC requirements, workers who are engaged in child-related work as a paid employee of the department or as a contractor in the Assisted School Travel Program are required to meet the department's National Criminal Records Check requirements to determine their suitability for employment or engagement. From 15 June 2013, a new process was put in place for conducting the National Criminal Records Check.

Subject to conditions, a person may meet National Criminal Records Check requirements through a declaration process.

For further details, refer to the Working with Children Check Procedures.

**RATIONALE:**

As an employer, the department has a responsibility to take reasonable steps to ensure that all persons to be employed or engaged in child-related work in the department are suitable for child-related work.

**PROCEDURES:**

All staff comply with the Department of Education requirements.

Principal or delegated staff member will consult and be guided by DoE "Working with Children Check Procedures" <https://policies.education.nsw.gov.au/policy-library/policies/working-with-children-check-policy/procedures-wwcc.pdf>