



Croydon Public School Parents & Citizens (P&C) Association Working With Children Check (WWCC) Policy

Introduction

The purpose of this policy is to provide guidance to members of the Croydon Public School (CPS) community about their statutory obligations when working with children within the school environment. The purpose of the WWCC is to protect the safety of our children. The obligations apply to all persons involved with the P&C, including financial members, employees, and volunteers from the school community. It does not cover activities organised by the school.

Legislation

In New South Wales there is legislation governing the prerequisites for those working in child-related work. P&C Associations operate within two frameworks for working with children: Child Protection (Working with Children) Act 2012: <http://www.legislation.nsw.gov.au/#/view/act/2012/51>
Child Protection (Working with Children) Regulation 2013:
<http://www.legislation.nsw.gov.au/#/view/regulation/2013/156>

The aim of the Act is to protect children. The P&C must not employ any person or engage any volunteer that the association knows or has reasonable cause to believe does not hold a WWCC clearance or has been barred (even on an interim basis) from working with children. Doing so carries penalties up to \$11,000 under Section 9 of the Child Protection Act.

Positions requiring WWCC clearances

Most activities of the P&C are directly involved with children and it is therefore important that all persons wishing to be involved with the P&C (volunteer or employee) are assessed to ensure compliance.

WWCC is required by:

- All paid employees and contractors e.g. school canteen.
- P&C WWCC officers
- Volunteers who are not close family members of children currently enrolled at CPS.
- Volunteers that provide formal mentoring or intimate, personal care of children with a disability or at an overnight camp for children.

Positions exempt from WWCC:

- Parents and close relatives volunteering at their children's usual school and extra-curricular activities
- Under 18s
- Workers visiting NSW for a short time
- 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

The completed check will be verified through the Office of Children's Guardian and recorded in the P&Cs WWCC Register.

(See Attachment 1: how to apply for a WWCC)

Nominated contact people

The nominated contact people within the P&C for WWCC related issues are:

Megan Byrne, President

Jodie Edmiston, Secretary

Via email: croydonpublicschool@pandcaffiliate.org.au

Sub-committee and event coordinator responsibilities

It is the responsibility of each sub-committee/event coordinator to notify parents of the WWCC requirements specific to the event, e.g. via emails, on promotional material

The sub-committee/event coordinator is to liaise with WWCC Officers to check each volunteer has been verified before the event takes place.

Employment advertisements and contracts

All child related employment positions advertised by the P&C Association must clearly state the WWCC clearance requirements. Employment contracts should include a clause that stipulates the need to maintain a cleared WWCC during the course of employment, at their own cost. If the person does not apply or is barred, they cannot be employed or continue to be employed by the CPS P&C Association.

Record Keeping

WWCC records are maintained by the nominated persons as part of their work as office holders within the P&C Association. Declaration forms are filed and WWCC records are maintained electronically and kept securely on the P&C Executive Committee shared file server.

The WWCC Register must be reviewed annually. These records (electronic and/or hard copy) must be made available if required for inspection. If there is a notification by a reporting body, the CPS P&C Association must keep all records of allegations, investigations, and findings about the notification for at least 30 years (check with the Office of Children's Guardian for any changes to this requirement), unless the records are given to the Office of the Children's Guardian. If a reporting body or any successor to a reporting body ceases to exist all records must be lodged with the Office of the Children's Guardian before the body or successor ceases to exist.

Barred Persons or Refusal to obtain a WWCC

Should an applicant become barred from working with children then they will be notified that they are unable to be involved with any P&C activities. Employees will be terminated from employment, according to the conditions of their employment contract. Any notification about barred volunteers or employees will be passed on to the School Principal.

If a paid employee or volunteer refuses to obtain or does not receive clearance of their WWCC then it is mandatory that the individual is barred from child-related work.

Communication and Further Information

This policy is to be made publicly available via the P&C section of the CPS website. Further information regarding P&C obligations are available from the Federation of P&C Associations of NSW through the following guidance statement:

<https://www.pandc.org.au/forms/guidance/WWCC%20-%20Guidance%20Statement.pdf>

The Office of Children’s Guardian is the responsible WWCC government organisation and further information can be found here: <http://www.kidsguardian.nsw.gov.au/>

As adopted by the Croydon Public School P&C Association General Meeting, 14 September 2022.

Signed President:  Name: Megan Byrne

Witnessed Secretary:  Name: Jodie Edmiston

Attachment 1: How to apply for a WWCC

Steps to get your WWCC and volunteer declaration:

Step 1: Apply for a WWCC clearance by going to the Office of the Children's Guardian (OCG) website and selecting Apply for your check. You can complete and submit the online form

Step 2: Visit a Service NSW Service Centre, a NSW motor registry, or a NSW council agency offering RMS services to verify your identity.

Step 3: Provide the school P&C association with your WWCC clearance from the OCG NSW, full name and date of birth.

Step 4: Complete a Department of Education Declaration form for Volunteers. This needs to be provided to the school office, and photo ID shown (must be government issued photo ID with name, address, date of birth). A copy of the declaration form is available at the school office or can be found at:

https://education.nsw.gov.au/content/dam/main-education/en/home/teach-nsw/get-paid-to-study/teacher-education-scholarship0/Declaration_for_child-related_workers.pdf