

CHS PARENTS & CITIZENS' ASSOCIATION
COMPLIANCE WITH THE NSW GOVERNMENT
WORKING WITH CHILDREN POLICY - PAID EMPLOYEES

Background

The New South Wales Commission for Children and Young People introduced a new Working with Children Check (WWCC) on 15 June 2013. The Check is a prerequisite for anyone in child-related work.

In seeking to comply with this policy, the Department of Education and Communities (DEC) has committed to meet the requirements by 31 December 2016. However, there is a desire at Chatswood High School (CHS) to meet the requirements as soon as possible.

P&C Obligation

At CHS, the P&C Association (P&C Assn) conducts two operations where employees come into direct contact with children – the Canteen and the Uniform Shop. The P&C Assn is responsible for ensuring that employees meet the relevant requirements under the Child Protection (Working with Children) Act 2012 and the Child Protection (Working with Children) Regulation 2013, and providing assurance of this compliance to the CHS Principal.

Employee Clearance

For paid employees, the new process includes a national police check and review of findings of misconduct involving children. If WWCC Clearance is provided, it remains valid for five years and is fully portable between jobs during this time. It can also cover paid and unpaid work.

Paid employees are required to complete a NSW Working with Children Check Application at their own expense. The cost of the Check is \$80.

Information regarding the Check can be found online at <http://www.kidsguardian.nsw.gov.au/Working-with-children/Working-With-Children-Check/Paid-workers>. An online Application can be made by clicking on the 'Start Here' box. Through this process, an application (APP) number is generated, which can be taken to a NSW Motor Registry, Government Access Centre or Services NSW Office.

It will also be necessary to present Proof of Identity documentation to satisfy a 100-point check. Guidelines for completing the Identity Check can be found at https://www.det.nsw.edu.au/policies/student_serv/child_protection/work_child/Working-with-Children-Check-Appendix-6-Proof-of-Identity.pdf.

At the end of the process, a WWCC Number will be provided. A Clearance Notice is typically provided in an email to the applicant, and includes the WWCC Number, Type of Clearance (for example, paid and unpaid work) and expiry date.

A Services NSW Office is located at 313 Victoria Avenue, Chatswood NSW 2067 (Ph: 137788).

New recruits to paid employment at the P&C Assn Canteen and Uniform Shop will be required to obtain a WWCC Clearance. Confirmation of this will need to be provided to the P&C Assn prior to an individual starting work.

Verification

The Clearance Notice forwarded to applicants notes that “You must provide your employer with your surname, WWCC Number and Date of Birth for the compulsory online verification process”.

For the P&C Assn to complete this process, the Clearance Notice, together with the individual’s Date of Birth, should be sent by email to vpresident2@chspandc.org.au

A P&C Assn Vice President will conduct the verification and will forward the required information to the CHS Principal.

Queries

If you require assistance or have any queries please contact vpresident2@chspandc.org.au or your supervisor (Canteen Manager or Uniform Shop Manager).