



Working With Children Check (WWCC) Procedure

1 Background

- 1.1 Pymble Ladies' College (the College) is committed to providing a safe and supportive environment for staff, students and visitors to the College. It recognises that both individuals and the College have a range of different obligations relating to the safety, protection, wellbeing and welfare of students.
- 1.2 The purpose of this procedure is to set out staff responsibilities for child protection and processes that staff must follow in relation to working with children check matters.

2 Purpose

- 2.1 This procedure applies to all staff members, which includes employees, contractors and volunteers associated with the activities of the College.
- 2.2 There are a number of other College Policies that relate to child protection including, but not limited to, the:
 - *Staff Code of Behaviour* that outlines the standard of behaviour expected of staff
 -

4 Procedure

4.1 General

4.1.1 Under the *Child Protection (Working With Children) Act 2012 (WWC Act)*, anyone who works or volunteers in child-related work must have a current Working With Children Check (WWCC) clearance or application for a WWCC.

finding of reportable conduct in relation to sexual misconduct, a sexual offence or a serious physical assault must be referred to the OCG Working With Children Check Directorate (WWCC Directorate).

- Register and maintain registration online as a child-related employer on the OCG website
- Before engaging a new staff member, volunteer or contractor (as required), verify – using the online verification system – that each worker who carries out, or is to carry out, child-related work for the College either is the holder of a WWCC clearance that authorises

- Schools and other educational institutions and private coaching or tuition of children
- Religious services
- Residential services including boarding schools, homestays more than three weeks, residential services and overnight camps or
- Transport services for children including school bus services, taxi services for children with disability and supervision of school road crossings, and
- Counselling, mentoring or distance education not involving direct contact.

Any queries about whether roles

4.9 Ongoing Monitoring

- 4.9.1 The OCG will continue to monitor criminal records and professional conduct findings of all WWCC clearance holders through a risk assessment process.

4.10 Risk assessments

4.13 Staff Responsibilities

- 4.13.1 Prior to commencing work at the College, new staff who are required to hold a WWCC clearance but who have not previously applied for or held a WWCC must present their WWCC Application Number and proof of full name and date of birth to the College so that the College can verify with the OCG that a WWCC application has been made.

- a reasonable person would consider that the contact may enable the individual to form a relationship of trust with a student (for example, coaching a sports team, helping with a drama production, or regularly working in a canteen or library); or
- a reasonable person would consider that the contact could create a potential risk to the safety of a student (for example, responsibility for a group of students during an excursion without a member of staff present).

Examples of Volunteers Working Directly with

- Contractors Working Directly with Children
- Regular Indirect Contact Contractors
- Casual Indirect Contact Contractors

Where the term “Contractor” is used, it captures Contractors Working Directly with Children, Regular Indirect Contact Contractors and Casual Indirect Contact Contractors.

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Due to the nature of Regular Indirect Contact Contractors' attendance at the College or College events, even though their contact with students may be indirect or limited, they will have some child protection responsibilities and obligations within our *Child Protection Policy* and are therefore required to hold a WWCC clearance.

4.15.3 Casual Indirect Contact Contractor (not required to hold a WWCC clearance)

6 Responsibilities

6.1 Chair of the Board

6.2 Principal

7 Related Documents

