

Working with Children Check

Policy

The college will comply with the *Child Protection (Working with Children) Act 2012*. The purpose of this policy is to outline the procedures for maintaining the WWC register onsite for all staff.

Procedure – Working with Children Check (WWC) for all staff.

1. All staff are to apply for a New Working with Children Check (WWC) at the time of employment or they are to provide the college with their current WWC registration.
2. College volunteers who attend a regular activity on campus and college volunteers who attend overnight events must also apply for a WWC check or provide the college with their current WWC registration.
3. All WWC checks are to be processed through www.check.kids.nsw.gov.au
4. The WWC Application Number must be provided to the college as proof that the WWC has been submitted and the WWC registration must be provided to the college when the process is completed.

Procedure – Managing the WWC Check Process

1. When a new staff member commences work at the college, the college will use the WWC Application Number or the WWC check to check the status of the staff member on the WWC website.
2. The college will maintain an up-to-date register of all staff and their WWC registration.

Procedure – Managing the WWC Register

1. The school office will circulate an information update form annually to staff to provide updated personal and contact details.
2. At the beginning of the school year, the school office will check the status of the staff member's WWC by using the online check status on the WWC website.

Version

2.0

Review

2016 or as required