

Working with Children Check – Checklists for School Principals

NOTES:

- The checklists in this Appendix aim to assist School Principals (or their nominees) in completing all the necessary steps in the **Working with Children Check (WWCC)** process including the Department’s **National Criminal Records Check** (where applicable).
- Refer to [Appendix 1](#) for information on the relevant WWCC and NCRC requirements for paid employees, volunteers and contractors in the Department.
- This Appendix contains a number of checklists as identified below. Select and complete only **ONE** of the checklists as appropriate:

1. Paid employment arranged by schools where the position is advertised by Staffing Services however the selection process is conducted by the school
2. Paid employment arranged directly by schools (advertised or not advertised)
3. Volunteers and contractors
3.1 Where volunteers and contractors engaged by the school will provide personal care to children with disability or provide mentoring services, or where contractors will have contact with children for extended periods.
3.2 All other volunteers and contractors engaged by a school.
4. Persons working for a religious organisation (for example, work as a minister, priest, rabbi, mufti or other religious leader or spiritual office) and providers of Special Religious Education (SRE)
5. Persons working for School Parents and Citizens’ (P&C) Associations
6. Teacher education students and other people undertaking practical training as part of an educational or vocational course in NSW Government schools

- Where a person is identified in the tables as requiring a WWCC Clearance as a condition of employment or engagement, transitional arrangements apply to existing employees, volunteers and contractors – i.e. those employed as an employee, or engaged as a volunteer or contractor, (or placed on an employment list, or a volunteer or contractor engagement list), immediately prior to 15 June 2013.

Subject to conditions, **existing** employees, volunteers and contractors who continue to be engaged or employed in child-related work by the Department are not required to apply for a WWCC Clearance until the compliance date that applies to that worker. Refer to [Appendix 9](#) for transitional arrangements for existing child-related workers.

- **NO ACTION** is required by principals in relation to the following:
 - Paid employment arranged by Staffing Services** (i.e. newly appointed permanent teachers, casual teachers and temporary teachers recruited for paid employment by Staffing Services).

Staffing Services will ensure that the Working with Children Check (WWCC) and National Criminal Records Check (NCRC) requirements are met prior to the teacher commencing duty.

(ii) Contractors (i.e. drivers) arranged by the Assisted School Travel Program

The Assisted School Travel Program Unit will ensure that the WWCC and NCRC requirements are met prior to the driver commencing duty.

1. Paid employment arranged by schools where the position is advertised by Staffing Services however the selection process is conducted by the school

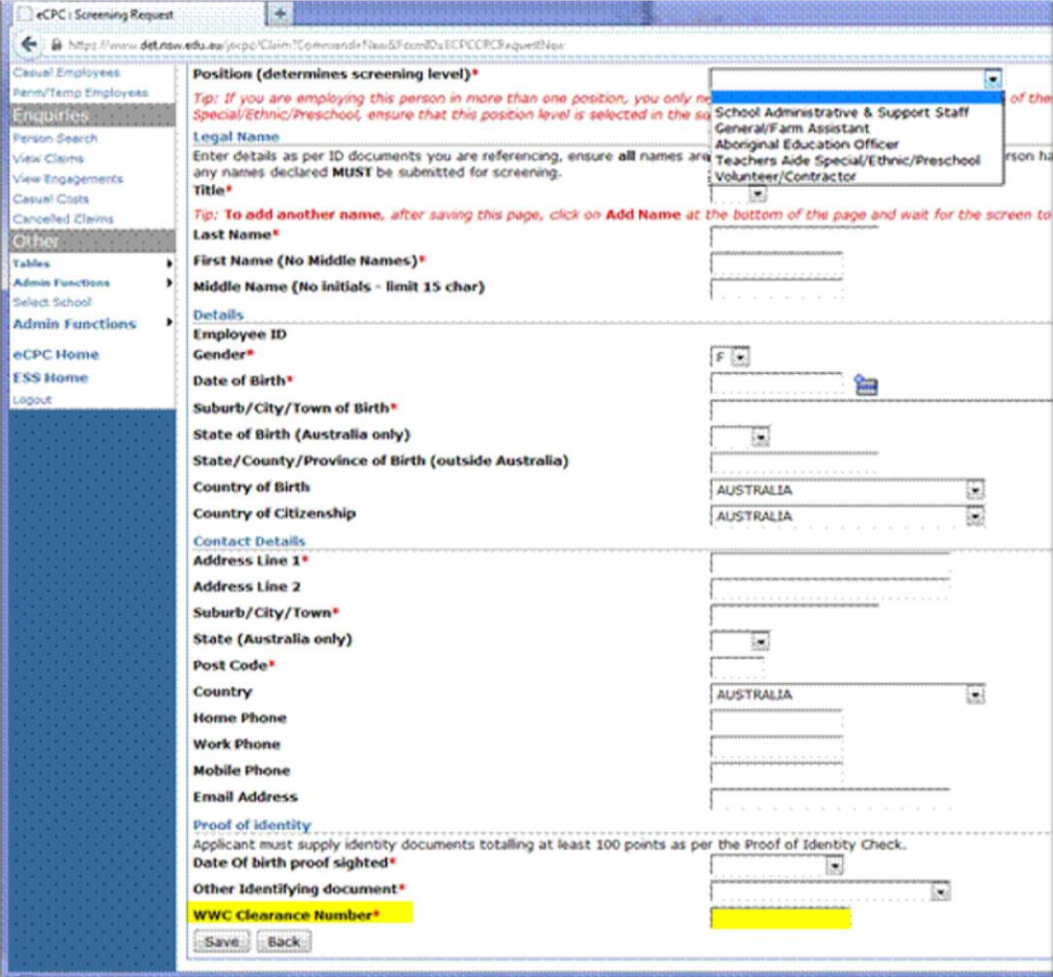
The checklist below applies to new paid permanent employment in schools that are advertised by Staffing Services (for example, **School Administrative and Support Staff, General Assistants, Farm Assistants and Cooks**), and the selection process occurs in the school.

The selection panel convener or the principal is responsible for undertaking the action items below:

<p>1. The “not to be employed list” has been checked with Staffing Services as part of the shortlisting process (i.e. when the applications are considered for the first time by the selection panel).</p> <p>If an applicant is placed on the “not to be employed list”, the applicant cannot be considered for the position.</p>	<p>Yes <input type="checkbox"/></p>
<p>2. A structured referee check has been conducted on the recommended applicant and those placed on an eligibility list (if any) – i.e. two referees have been contacted to seek information on the applicant’s good character and suitability for working with, or in the presence of, children.</p> <p>Refer to section 5 of the Working with Children Check Procedures for relevant conditions.</p> <p>A suggested question to be asked is:</p> <p><i>“To your knowledge is there any aspect of the applicant’s behaviour, actions or activities that would make them unsuitable for working with children?”</i></p>	<p>Yes <input type="checkbox"/></p>
<p>3. The answers provided by the referees to the structured referee check (in item 2) have been noted on the Selection Panel Report, along with a brief description of each referee’s relationship with the applicant, and the length of time that each referee has known the applicant.</p> <p>If an applicant is not recommended as a result of the structured referee check, a separate written report must be submitted and signed by the selection panel and attached to the Selection Panel Report.</p>	<p>Yes <input type="checkbox"/></p>
<p>4. The completed Selection Panel Report has been forwarded to the appropriate staffing team for the school.</p>	<p>Yes <input type="checkbox"/></p>
<p>5. Staffing Services has provided advice on whether the applicant has met the <i>Working with Children Check</i> and the Department’s National Criminal Records Check requirements:</p> <ul style="list-style-type: none"> • If the applicant is cleared, the applicant can be employed or engaged (subject to other relevant requirements). • If the applicant is not cleared, the applicant cannot be employed or engaged. 	<p>Yes <input type="checkbox"/></p>

2. Paid employment arranged directly by schools (advertised or not advertised)

<p>1. Where the position is advertised, the following has been included in the advertisement:</p> <p>“This is a child-related position. Applicants must have a valid and current Working with Children Check (WWCC) Clearance as a condition of employment. To apply for a WWCC Clearance, visit the Children Guardian’s website at http://www.kids.nsw.gov.au/.”</p> <p>In addition, your employment will be subject to the Department’s National Criminal Records Check to determine your suitability for employment.”</p>	<p>Yes <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>2. Where the position is advertised, the following documents have been included in information/application packages (or where the position is not advertised, the person to be appointed has been advised of the requirement to complete the following):</p> <ul style="list-style-type: none"> • <i>Declaration for Child-related Work–NCRC</i> (Appendix 7) • <i>National Police Checking Service (NPCS) Application/Consent form</i> (Appendix 8) • <i>Proof of Identity list</i> (Appendix 6) • <i>Information sheet for applicants – how to apply for a Working with Children Check Clearance</i> (Appendix 4) 	<p>Yes <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p>3. Where the position is advertised, the “not to be employed list” has been checked with Staffing Services as early as possible in the recruitment process (for example, as part of the shortlisting process)</p> <p style="text-align: center;">OR</p> <p>Where the position has not been advertised, the “<i>not to be employed list</i>” has been checked with Staffing Services before an offer is made.</p> <p>If the applicant (or the person being considered) is placed on the “<i>not to be employed list</i>”, the applicant (or person) cannot be considered (or employed).</p>	<p>Yes <input type="checkbox"/></p>
<p>4. All applicants who are interviewed (or persons being considered) have provided the following:</p> <p>(i) WWCC Clearance number*</p> <p>*Note: If the person has not yet applied for a WWCC Clearance (specifically a non-volunteer clearance) with the NSW Children’s Guardian, they may be interviewed (or considered) however they are to be advised during the interview (or prior to appointment) that they must apply for and obtain a WWCC Clearance as a condition of appointment. An application for a non-volunteer clearance will cost \$80 (to be met by the person).</p> <p>(ii) Completed <i>Declaration for Child-related Work–NCRC</i> (Appendix 7).</p> <p>(iii) Completed <i>National Police Checking Service Application/Consent form</i> (Appendix 8).</p> <p>(iv) <i>Proof of Identity</i> that meets the 100-point check (Appendix 6).</p>	<p>Yes <input type="checkbox"/></p>

<p>5. A structured referee check has been conducted on the recommended applicant and those placed on an eligibility list (if any) – i.e. two referees have been contacted to seek information on the applicant’s good character and suitability for working with, or in the presence of, children.</p> <p>Refer to section 5 of the Working with Children Check Procedures for relevant conditions.</p> <p>A suggested question to be asked is:</p> <p><i>“To your knowledge is there any aspect of the applicant’s behaviour, actions or activities that would make them unsuitable for working with children?”</i></p>	<p>Yes</p> <input type="checkbox"/>
<p>6. Verification of WWCC Clearance and NCRC screening requirements have been initiated via eCPC.</p> <p>Verification is initiated in eCPC as per the screenshot below. This will involve selecting the relevant position from the dropdown menu and entering the relevant details including the person’s WWCC Clearance number.</p> 	<p>Yes</p> <input type="checkbox"/>
<p>7. Staffing Services has provided advice on whether the person has met the <i>Working with Children Check</i> and the Department’s National Criminal Records Check requirements:</p>	<p>Yes</p> <input type="checkbox"/>

<ul style="list-style-type: none"> • If the person is cleared, the applicant can be employed or engaged (subject to other relevant requirements). • If the person is not cleared, the applicant cannot be employed or engaged. 	
<p>8. The original completed <i>Declaration for Child-related Work–NCRC</i> (Appendix 7), <i>National Police Checking Service Application/Consent form</i> (Appendix 8) and <i>Proof of Identity</i> (Appendix 6) for the successful applicant (or person) – and those placed on an eligibility list (if any) – have been filed in secure storage.</p> <p>The documents are to be kept for five years after the paid employment has been completed or longer if advice to the contrary has been received or the recruitment action (or appointment) has been the subject of legal action, and then disposed of in a secure manner for example, shredding.</p>	<p>Yes</p> <input type="checkbox"/>

3. Volunteers and contractors

3.1 Volunteers and contractors – whose work falls under the following categories:

- where the **volunteer or contractor** work will involve providing personal care services to children with disabilities involving intimate contact with those children (such as assistance with toileting, bathing or dressing); or mentoring services as part of a formal mentoring program provided by a government or non-government agency; or
- in all other cases where the **contractor** work will ordinarily involve contact with children for extended periods.

The checklist below does not apply to contractors (i.e. drivers) in the Assisted School Travel Program. As noted on page 1 of this document, the Assisted School Travel Program Unit will ensure that the WWCC and NCRC requirements are met prior to the driver commencing duty.

<p>1. Prior to engaging the person, the “not to be employed list” has been checked with Staffing Services.</p> <p>If the person is placed on the “not to be employed list”, they cannot be engaged.</p>	<p>Yes</p> <input type="checkbox"/>
<p>2. The person has provided the following:</p> <p>(i) WWCC Clearance number*</p> <p>*Note: If the person has not yet applied for a WWCC Clearance with the NSW Children’s Guardian, they must do so before they can be engaged. The person is to be provided with the <i>Information sheet for applicants – how to apply for a Working with Children Check Clearance</i> (Appendix 4). It is free to obtain a volunteer clearance.</p> <p style="text-align: center;"><u>AND</u></p> <p>(ii) <i>Proof of Identity</i> that meets the 100-point check (Appendix 6).</p>	<p>Yes</p> <input type="checkbox"/>
<p>3. Verification of WWCC Clearance has been initiated via eCPC.</p> <p>Verification is initiated in eCPC as per the screenshot below. This will involve selecting “volunteer/contractor” from the dropdown menu and entering the</p>	<p>Yes</p> <input type="checkbox"/>

relevant details including the person's WWCC Clearance number.

The screenshot shows the 'eCPC | Screening Request' web form. The left sidebar contains navigation links like 'Casual Employees', 'Person Search', and 'Admin Functions'. The main content area is titled 'Position (determines screening level)*' and includes a dropdown menu with options like 'School Administrative & Support Staff' and 'General/Farm Assistant'. Below this are fields for 'Legal Name', 'Employee ID', 'Gender', 'Date of Birth', 'Suburb/City/Town of Birth', 'State of Birth', 'Country of Birth', and 'Country of Citizenship'. The 'Contact Details' section includes 'Address Line 1', 'Address Line 2', 'Suburb/City/Town', 'State', 'Post Code', 'Country', 'Home Phone', 'Work Phone', 'Mobile Phone', and 'Email Address'. The 'Proof of Identity' section has fields for 'Date of birth proof sighted*' and 'Other Identifying document*'. The 'WWCC Clearance Number*' field is highlighted in yellow. At the bottom, there are 'Save' and 'Back' buttons.

<p>4. Staffing Services has provided advice on whether the applicant has met the <i>Working with Children Check</i> requirement:</p> <ul style="list-style-type: none"> • If the person is cleared, the person can be engaged. • If the person is not cleared, the person cannot be engaged. 	<p>Yes <input type="checkbox"/></p>
<p>5. If the person meets the relevant requirements and is engaged, the original completed <i>Proof of Identity</i> (Appendix 6) for the person has been filed in secure storage.</p> <p>The documents are to be kept for five years after the person's engagement has been completed or longer if advice to the contrary has been received or the engagement has been the subject of legal action, and then disposed of in a secure manner for example, shredding.</p>	<p>Yes <input type="checkbox"/></p>
<p>6. Where the contractor is engaging a sub-contractor or an employee to perform the work, the contractor has confirmed to the Principal in writing (prior to the commencement of work) that the sub-contractor or employee has met relevant requirements under the responsible for ensuring that the sub-contractor or employee has met the relevant requirements under the Child Protection (Working with Children) Act 2012 and the Child Protection (Working with</p>	<p>Yes <input type="checkbox"/></p> <p>NA <input type="checkbox"/></p>

<p>Children) Regulation 2013.</p> <p>The written confirmation is to be kept for five years after the engagement has been completed or longer if advice to the contrary has been received or the engagement has been the subject of legal action, and then disposed of in a secure manner for example, shredding.</p>	
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3.2 Volunteers and contractors other than those covered in checklist 3.1

This checklist applies to volunteers and contractors who will have contact with children, but the categories of work are not covered in checklist 3.1

<p>1. Prior to engaging the person, the “<i>not to be employed list</i>” has been checked with Staffing Services.</p> <p>If the person is placed on the “<i>not to be employed list</i>”, they cannot be engaged.</p>	<p>Yes <input type="checkbox"/></p>
<p>2. The person has provided the following:</p> <p>(i) a completed WWCC Declaration for volunteers and contractors (Appendix 5); and</p> <p>(ii) Proof of Identity that meets the 100-point check (Appendix 6).</p> <p>Once the person has provided the above, the person can be engaged.</p>	<p>Yes <input type="checkbox"/></p>
<p>3. The person’s original completed WWCC Declaration for volunteers and contractors (Appendix 5) and <i>Proof of Identity</i> have been filed in secure storage.</p> <p>The documents are to be kept for five years after the person’s engagement has been completed or longer if advice to the contrary has been received or the engagement has been the subject of legal action, and then disposed of in a secure manner for example, shredding.</p>	<p>Yes <input type="checkbox"/></p>

4. Persons working for a religious organisation (for example, work as a minister, priest, rabbi, mufti or other religious leader or spiritual office) and providers of Special Religious Education (SRE)

The religious organisation is responsible for ensuring that the person has met relevant requirements under the [Child Protection \(Working with Children\) Act 2012](#) and the [Child Protection \(Working with Children\) Regulation 2013](#).

<p>1. Prior to the start of the work, the religious organisation has confirmed in writing to the Principal that the person has met relevant requirements under the Child Protection (Working with Children) Act 2012 and the Child Protection (Working with Children) Regulation 2013.</p> <p>The written confirmation is to be kept for five years after the engagement has been completed or longer if advice to the contrary has been received or the engagement has been the subject of legal action, and then disposed of in a secure manner for example, shredding.</p>	<p>Yes <input type="checkbox"/></p>
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5. Persons working for the School Parents and Citizens' (P&C) Associations

The P&C is responsible for ensuring that the person has met relevant requirements under the [Child Protection \(Working with Children\) Act 2012](#) and the [Child Protection \(Working with Children\) Regulation 2013](#).

<p>1. Where the P&C has determined that the person is required to obtain a WWCC Clearance under the Child Protection (Working with Children) Act 2012 and the Child Protection (Working with Children) Regulation 2013, the P&C has confirmed in writing to the Principal (prior to the start of the work) that the person has a WWCC Clearance and it has been verified as cleared by the NSW Children's Guardian.</p> <p>The written confirmation is to be kept for five years after the engagement has been completed or longer if advice to the contrary has been received or the engagement has been the subject of legal action, and then disposed of in a secure manner for example, shredding.</p>	<p>Yes <input type="checkbox"/> NA <input type="checkbox"/></p>
<p>2. Where the P&C has determined that the person is not required to obtain a WWCC Clearance, the person must complete a WWCC Declaration for volunteers and contractors (Appendix 5) and provide Proof of Identity (Appendix 6). These must be provided to the school.</p> <p>The documents are to be kept for five years after the engagement has been completed or longer if advice to the contrary has been received or the engagement has been the subject of legal action, and then disposed of in a secure manner for example, shredding.</p>	<p>Yes <input type="checkbox"/> NA <input type="checkbox"/></p>

6. Teacher education students and other people undertaking practical training as part of an educational or vocational course in NSW Government schools

The course workplace supervisor is responsible for ensuring that the person has met relevant requirements under the [Child Protection \(Working with Children\) Act 2012](#) and the [Child Protection \(Working with Children\) Regulation 2013](#).

<p>1. Prior to the start of the practical training, the course workplace supervisor has confirmed in writing to the Principal that the person has met relevant requirements under the Child Protection (Working with Children) Act 2012 and the Child Protection (Working with Children) Regulation 2013.</p> <p>The written confirmation is to be kept for five years after the engagement has been completed or longer if advice to the contrary has been received or the engagement has been the subject of legal action, and then disposed of in a secure manner for example, shredding.</p>	<p>Yes <input type="checkbox"/></p>
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