Catholic Diocese of Wagga Wagga

Guidelines for Schools and Parishes Working With Children Checks (WWCC) & Volunteer Declarations

DIOCESE OF WAGGA WAGGA
CHANCERY

Version 1/18 Approved
Signed…… 5 December 2018
Christopher Prowse
Archbishop of the Archdiocese of Canberra Goulburn
Apostolic Administrator of the Diocese of Wagga Wagga

To be reviewed by permanent Bishop of the Diocese of Wagga Wagga on appointment.
To be immediately updated and redistributed to incorporate WWCC legislative amendments, otherwise review due annually by Bishops Child Protection delegate and Safeguarding Committee.

Purpose

The purpose of these guidelines is to assist schools and parishes in knowing when personnel and volunteers require a Working With Children Check (WWCC). If you require any clarification or have specific questions, please contact in the first instance CEDWW on 6937 0014.

Reminder: there are financial penalties for individuals and agencies for failing to keep records and private details up to date, go to www.kidsguardian.nsw.gov.au/check and follow the directions.

Note – where any employee/volunteer/contractor/visitor subject in this policy as requiring to produce a NSW WWCC - and they reside in another state (i.e. Victoria) a Victoria clearance is also required and renewed as per the system of that state.

Contents

Permanent, temporary & casual staff (paid employees) to school or parish

1. New & existing staff recruited by the school or CEDWW for teaching and school support.....Page 3

Volunteers to school or parish

2. Parent/close relative volunteers..... Page 4
3. Volunteers who are not parents or close relatives..... Page 5
4. Volunteers working in high risk areas..... Page 6

Supplementary individuals

5. Individuals/employees who do not ordinarily have contact for extended periods..... Page 7
6. Individuals whose work is for a one off occasion..... Page 7
7. Individuals from interstate or overseas..... Page 7
8. Practicum teachers undertaking practical training.....Page 8
9. School students on vocational or work experience..... Page 10

External service providers and/or contractors to school or parish

10. External service providers or contractors who work directly with students..... Page 11
11. External service providers who regularly work within the school setting and may have unsupervised contact.....Page 12
12. External service providers whose work does not primarily require direct unsupervised contact..... Page 13

Annexure A

Declaration for Volunteers/Contractors .....Page 14

Who	Type	Process
Paid Employees	1. **Both new & existing staff recruited by the school or CEDWW** for teaching and school support staff positions, school leadership and other school specialist roles including full time, part-time, casual and temporary appointments. For example: Teaching staff: • Classroom teacher • Teacher assistant • Teacher/librarian School support staff: • Learning support assistant • School administrative assistant • Canteen supervisor or assistant • Uniform shop supervisor • Maintenance/outdoor worker • Cleaner • Gardener Leadership & specialist staff: • Principal • Assistant Principal • REC • School Counsellor • Aboriginal Education Worker • Family Liaison Officer • School Chaplain • Youth Minister • ICLT field technician • CEDWW field staff • Welfare Officers • Psychologists • First Aid Officers • Health practioners/specialists **For Parishes – all volunteers and employees**	To apply for a Working With Children Check staff should: 1. Go to www.newcheck.kids.nsw.gov.au and fill in the online application form or call (02) 9286 7219 for assistance. 2. Take the application number to a motor registry or government access centre, pay the fee (fully tax deductible) and have your identity confirmed (you will need to take appropriate identification with you). 3. You will receive your outcome and Working With Children Check number by email (or post if you do not have an email address). Send the WWCC number, your full name and DOB to CEDWW for verification. • Renewals; Advise Catholic Education Wagga Wagga (employer) of your new expiry date and your WWCC number for verification via email to phris@ww.catholic.edu.au • Contact details for staff who complete verifications are: ○ Charmaine Berger ph: 6937 0014 or bergerc@ww.catholic.edu.au • A database and originals of WWCC clearances will be maintained by CEDWW. In the first instance contact Chancery DWW to confirm actual working with children status of the role. Contact: Damian Reeves 02 6937 0079 reevesd@wagga.catholic.org.au
	Documentation/Action	
	• Process completed as above • Clearance confirmation details to be provided to CEDWW for verification and filing.	

<table>
<tr><th>Who</th><th>Type</th><th>Process</th></tr>
<tr><td rowspan="3">Volunteers</td><td>2. <u>Parent/close relative volunteers</u> who will have direct contact with children.

For example:
a. Parent/spouse/defacto partner/sibling/grandparent/step family members/aunt/uncle/niece or nephew (who is over 18 years)
b. Aboriginal and Torres Strait Islander close relatives include people who are part of the extended family or kin of the child according to the indigenous kinship system.
c. Classroom helpers
d. Canteen/fete/festival volunteers
e. Uniform shop volunteers
f. School excursions volunteers</td><td>• Under the legislation parent/close relative’s volunteers are not required to undertake background screening checks (WWCC) unless they are working in high risk areas.
However, a declaration form Annexure A must be completed stating they do not have a criminal record that makes them a prohibited person.

• This process is managed by the school and the declaration forms are retained by the school.

• Only needs to be completed once if there is no break in service for 12 months or more.

• Proof of identity to be provided when completing the Declaration for the first time.</td></tr>
<tr><td colspan="2">Documentation/Action</td></tr>
<tr><td colspan="2">• Declaration to be completed (Annexure A)</td></tr>
<tr><td></td><td colspan="2">BLANK INTENTIONAL</td></tr>
<tr><td></td><td colspan="2">BLANK INTENTIONAL</td></tr>
</table>

Who	Type	Process
Volunteers	3. **Volunteers who are not parents or close relatives of a child** who will have direct contact with children. For example: • Community member • Family friend • Classroom helpers • Canteen volunteers • Uniform shop volunteers • School excursions volunteers **For Parishes – all volunteers and employees**	These volunteers require a Volunteer Working With Children Check. The check is free. • It will be the responsibility of the school to ensure all that require a WWCC applies for one. • To apply for a Working With Children Check volunteers should: 1. Go to www.newcheck.kids.nsw.gov.au and fill in the online application form or call (02) 9286 7219 for assistance. 2. Take the application number to a motor registry or government access centre, and have your identity confirmed (you will need to take appropriate identification with you). 3. You will receive your outcome and Working With Children Check number by email (or post if you do not have an email address). Send the WWCC number, your full name and DOB to CEDWW for verification. • Contact details for staff who complete verifications are: • Charmaine Berger ph: 6937 0014 or bergerc@ww.catholic.edu.au A database and originals of WWCC clearances will be maintained by the CEDWW. In the first instance contact Chancery DWW to confirm actual working with children status of the role. Damian Reeves 02 6937 0079 reevesd@wagga.catholic.org.au
	Documentation/Action	
	• Process completed as above • Clearance confirmation details to be provided to CEDWW for verification and filing.	

Who	Type	Process
Volunteers	4. All **volunteers working in high risk areas** (whether or not they are a parent or close relative). For example: • Providing personal care services to children with disabilities involving intimate contact with those children (such as assistance with toileting, bathing or dressing). • Providing mentoring services as part of a formal mentoring program. • LAP program volunteers. • One on one contact for extended periods. • Attending at an overnight camp for children **For Parishes – all volunteers and employees**	• These volunteers require a Volunteer Working With Children Check. The check is free. • For **new** volunteers in this category they will need to apply for a new check now before commencing. • It will be the responsibility of the school and parish to ensure all staff and volunteers that requires a WWCC applies and receives a verified result before commencing any duties. • To apply for a Working With Children Check volunteers should: 1. Go to www.newcheck.kids.nsw.gov.au and fill in the online application form or call (02) 9286 7219 for assistance. 2. Take the application number to a motor registry or government access centre, and have your identity confirmed (you will need to take appropriate identification with you). 3. You will receive your outcome and Working With Children Check number by email (or post if you do not have an email address). Send the WWCC number, your full name and DOB to CEDWW for verification. • Contact details for staff who complete verifications are: • Charmaine Berger ph: 6937 0014 or bergerc@ww.catholic.edu.au • A database and originals of WWCC clearances will be maintained by CEDWW. In the first instance contact Chancery DWW to confirm actual working with children status of the role. Damian Reeves 02 6937 0079 reevesd@wagga.catholic.org.au
	Documentation/Action	
	• Process completed as above • Clearance confirmation details to be provided to CEDWW for verification and filing.	

Who	Type	Process
Supplementary Individuals	5. Individuals/employees who **do not ordinarily have contact with children for extended periods**. For example: • Certain maintenance staff • Certain administrative/clerical staff 6. Individuals whose **work is for a one off occasion** and is carried out in the presence of one or more other adults For example: • Visiting speakers • Performers • Adjudicator • Assessor • Other visitors. 7. **Individuals from interstate or overseas** who perform work in a one off event and the event is the only child- related work carried out by the worker in NSW in that calendar year and the period of work does not exceed 30 days or individuals from interstate who hold an interstate working with children check or are exempt from the requirement to have such a check in his or her home jurisdiction whose child related work in NSW is for no more than 30 days in any calendar year. For example: • Interstate/overseas sporting event visitor • Interstate religious tour visitor	• Certain categories of individuals are exempt from requiring a Working With Children Check. • However, a declaration form Annexure A must be completed stating they do not have a criminal record that makes them a prohibited person. • This process is managed by the school and the declaration forms are retained by the school. • Only needs to be completed once each 12 months. • Proof of identity to be provided when completing the Declaration for the first time.
	Documentation/Action	
	• Declaration to be completed (Annexure A)	

Who	Type	Process
Supplementary Individuals	8. **Practicum teachers** who are undertaking practical training as part of an educational course (other than as a student undertaking work experience). For Example • University Student	• Schools are permitted to engage teachers, including "prac" teachers if they have a clearance under the new WWCC. It is the university's responsibility to inform the prac teachers of this obligation. • Either the university or the prac teacher are to provide the school with a letter or declaration stating that the university has verified the WWCC status of all practicum teachers that are supplied to the school. If a letter or declaration is not provided by the university the individual prac teacher must provide their WWCC number to CEDWW for verification. • To apply for a Working With Children Check the prac teacher should: 1. Go to www.newcheck.kids.nsw.gov.au and fill in the online application form or call (02) 9286 7219 for assistance. 2. Take the application number to a motor registry or government access centre, pay the fee (fully tax deductible) and have your identity confirmed (you will need to take appropriate identification with you) 3. You will receive your outcome and Working With Children Check number by email (or post if you do not have an email address). Send the WWCC number, your full name and DOB to CEDWW for verification on the Contingent Worker Form. • Contact details for staff who complete verifications are: • Charmaine Berger ph: 6937 0014 or bergerc@ww.catholic.edu.au A database and originals of WWCC clearances will be maintained by CEDWW.

For Parishes – Persons conducting research - historical or otherwise	In the first instance contact Chancery DWW to confirm actual Working With Children status of the role and processes for religious. Damian Reeves 02 6937 0079 reevesd@wagga.catholic.org.au

Documentation/Action

- Process completed as above
- Clearance confirmation details to be provided to CEDWW for verification and filing.

Supplementary Individuals

9. **Students who are over 18 years of age** and who are undertaking vocational work placements or work experience at a school or parish.

For example:

- School student

- Students participating in vocational work placements or work experience who are under the age of 18 years are exempt from requiring a WWCC.
- Students who are 18 years of age at the time of the work placement/experience are required to undergo the WWCC but are not required to pay for the Check.
- To apply for a Working With Children Check the student should:

1. Go to www.newcheck.kids.nsw.gov.au and fill in the online application form or call (02) 9286 7219 for assistance.
2. Take the application number to a motor registry or government access centre, and have your identity confirmed (you will need to take appropriate identification With you).
3. You will receive your outcome and Working With Children Check number by email (or post if you do not have an email address). Send the WWCC number, your full name and DOB to CEDWW for verification.

- Contact details for staff who complete verifications are:
- Charmaine Berger ph: 6937 0014 or bergerc@ww.catholic.edu.au
- A database and originals of WWCC clearances will be maintained by CEDWW.

For Parishes – Persons conducting research - historical or otherwise

In the first instance contact Chancery DWW to confirm actual working with children status of the role.
Damian Reeves 02 6937 0079
reevesd@wagga.catholic.org.au

Documentation/Action

- Process completed as above
- Clearance confirmation details to be provided to CEDWW for verification and filing.

Who	Type	Process
External Service Providers & Contractors	10. **<u>External service providers or contractors</u>** who are self-employed or who are employees of an external organisations i.e. tutors and contractors engaged by the school, CEDWW or parents and who use school premises or who are part of a school program to **<u>work directly with students in a supervised or unsupervised capacity</u>** and they are paid a fee for service either by the school, CEDWW or parents. For example: • Dance instructor • Music tutor • Sports coach • Speech pathologist • External consultant • Peripatetic tutor • Transport services including bus drivers or pedestrian supervisors. • Health service providers e.g. nurse offering immunisations • Contractors providing personal care services to children with disabilities involving intimate contact • Contractors providing a formal mentoring service • Contractors whose work will involve direct contact with children for extended periods	• All external service providers or contractors working regularly on the school site who may have direct unsupervised contact with students must produce a current Working With Children Check. • When an external service provider/organisation supplies multiple employees to provide a service to the school, the individual employee of the organisation is not required to produce their own Certificate or Working With Children Check clearance letter, however it is incumbent upon the external service provider/organisation to conduct Working With Children Checks on behalf of all its employees and the school must request a declaration (or letter) from the organisation which confirms all the employees who attend the school have current WWCC's which have been verified. • Individual contractors or providers who produce their WWCC clearance letter to the school must forward the WWCC number to CEDWW for verification. • Contact details for staff who complete verifications are: • Charmaine Berger ph: 6937 0014 or bergerc@ww.catholic.edu.au • A database and originals of WWCC clearances will be maintained by CEDWW.
	Documentation/Action	
	• Process completed as above • Clearance confirmation details to be provided to CEDWW for verification and filing.	

Who	Type	Process
External Service Providers & Contractors	11. External service providers who are self- employed or who are employees of an external organisations i.e. tutors and contractors engaged by the school or CEDWW who **regularly work within the school setting** and although not primarily engaged to work directly with students **may have direct, unsupervised contact with students** from time to time while on the school site. For example: • Regular tradespeople • Cleaner • Canteen licensee • Gardeners **For Parishes – all contractors/volunteers and employees**	All external service providers or contractors working **regularly** on the school site who may have direct unsupervised contact with students must produce a current Working With Children Check. • Individual contractors or providers who produce their WWCC clearance letter to the school must forward the WWCC number to CEDWW for verification. • Contact details for staff who complete verifications are: • Charmaine Berger ph: 6937 0014 or bergerc@ww.catholic.edu.au • A database and originals of WWCC clearances will be maintained by CEDWW. In the first instance contact Chancery DWW to confirm actual working with children status of the role and processes for religious. Damian Reeves 02 6937 0079 reevesd@wagga.catholic.org.au
	Documentation/Action	
	• Process completed as above • Clearance confirmation details to be provided to CEDWW for verification and filing.	

Who	Type	Process
External Service Providers & Contractors	12. External service providers who are self-employed or who are employees of an external organisation who work on the school site for a short period of time and their **work does not primarily require direct unsupervised contact** with students but this may occur inadvertently while on the school site. For Example: • Builders • Tradesperson • Maintenance Inspector	• Contractors/external service providers who do not ordinarily have direct unsupervised contact with students during the course of their work are not required to be screened. • However, a declaration form Annexure A must be completed stating they do not have a criminal record that makes them a prohibited person. • This process is managed by the school and the declaration forms are retained by the school. • Only needs to be completed once if there is no break in service for 12 months or more. • Proof of identity to be provided when completing the Declaration for the first time.
	Documentation/Action	
	• Declaration to be completed (Annexure A)	

ANNEXURE A

Declaration for Volunteers/Contractors
Diocese of Wagga Wagga – CEDWW and Parish

This declaration is to be completed by Volunteers or Contractors who are engaged Within the Diocese of Wagga Wagga but who are not required to obtain a Working With Children Check.

1. This declaration is to be completed by (i) volunteers who will have direct contact with children; and (ii) contractors who may or will have direct contact with children in the provision of administrative, clerical or maintenance services or other ancillary services; however, the work will not ordinarily involve contact with children for extended periods.

Once the person has completed and provided this declaration, the person can commence engagement as a volunteer or contractor. The completed declaration will be filed securely at the school in accordance with the school's privacy policy.

2. This declaration does not apply to:

(i) Volunteers and contractors who will provide 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 – who will be required to obtain a Working With Children Check (WWCC) Clearance Number (as issued by the NSW Office of the Children's Guardian) as a condition of engagement. If they do not have this yet, they must apply to obtain this from the NSW Office of the Children's Guardian – and have it verified by CEDWW - BEFORE commencing any duties what so ever.

(ii) Contractors whose work will ordinarily involve direct contact with children for extended periods – these contractors will be required to have a WWCC Clearance Number as a condition of engagement.

<table>
<tr><td colspan="2">Surname:</td><td>First Name:</td><td colspan="2">Middle Name:</td></tr>
<tr><td colspan="3">Other names/aliases (include all names or aliases used currently or in the past):</td><td colspan="2">Gender ☐ Female
☐ Male</td></tr>
<tr><td>Date of birth (DD/MM/YYYY)</td><td>Place of birth (City, State & Country)</td><td>Telephone:</td><td colspan="2"></td></tr>
<tr><td colspan="2">Address (Number, Street, Suburb/City):</td><td>State:</td><td>Postcode:</td></tr>
<tr><td colspan="5">Name of School:</td></tr>
</table>

It is an offence for a disqualified person as defined in section 18 of the Child Protection (Working With Children) Act 2012 to undertake or remain in child-related employment. Without limiting the application of section 18 of the Act, this includes persons who have been convicted of the following offences (including equivalent offences in other states):

- murder of a child;
- manslaughter of a child (other than as a result of a motor vehicle accident);
- an offence involving intentional wounding or causing grievous bodily harm to a child by an adult who is more than 3 years older than the victim;
- the common law offence of rape or attempted rape;

- an offence under the Crimes Act 1900 relating to sexual assault, aggravated sexual assault, aggravated sexual assault in company, assault with intent to have sexual intercourse, indecent assault, aggravated indecent assault, or the attempt to commit any of these offences;
- an offence under the *Crimes Act 1900* relating to sexual intercourse-child under 10, attempting, or assaulting With intent, to have sexual intercourse With child under 10, sexual intercourse-child between 10 and 16, attempting, or assaulting With intent, to have sexual intercourse With a child between 10 and 16, persistent sexual abuse of a child, procuring or grooming child under 16 for unlawful sexual activity, sexual offences-cognitive impairment, sexual intercourse With child between 16 and 18 under special care;
- an offence under the *Crimes Act 1900* relating to incest, incest attempts, bestiality;
- an offence under the *Crimes Act 1900* relating to sexual assault by forced self-manipulation, causing sexual servitude, conduct of business involving sexual servitude;
- kidnapping unless the offender is or has been the child's parent or carer;
- an offence under the *Crimes Act 1900* relating to promoting or engaging in acts of child prostitution, obtaining benefit from child prostitution, premises not to be used for child prostitution, production, dissemination or possession of child abuse material;
- an offence under the *Crimes Act 1900* relating to injuries to child at time of birth, abandoning or exposing a child under 7 years;
- an offence under the *Crimes Act 1900* relating to voyeurism, filming a person engaged in private act, filming a person's private parts;
- an offence under the *Crimes Act 1900* relating to installing device to facilitate observation or filming;
- an offence under the Criminal Code of the Commonwealth relating to sexual intercourse with child outside Australia, aggravated offence-child with mental impairment or under care, supervision or authority of defendant, persistent sexual abuse of child outside Australia;
- an offence under the *Criminal Code of the Commonwealth* including procuring child to engage in sexual activity outside Australia "Grooming" child to engage in sexual activity outside Australia;
- an offence under the *Criminal Code of the Commonwealth* relating to sexual servitude offences against a child;
- an offence under the *Criminal Code of the Commonwealth* relating to using a postal or similar service for child pornography material; or
- Attempt, conspiracy or incitement to commit the above offences.

Privacy

CEDWW complies with its obligations under the Australian Privacy Principles to protect your personal information and only use it for the purposes for which it is collected or other related lawful purpose.

Declaration

I declare that I am not a disqualified person Within the meaning of section 18 of the Child Protection (Working With Children) Act 2012. I undertake, as a condition of my continuing to perform child-related work (including volunteering) that I will notify the school of any conviction imposed on me for an offence, or finding that I am guilty of an offence, or finding that the charge for an offence against me is proven, where the offence is of the kind referred to in this Declaration.

I am aware that providing false or misleading information in this document may lead to CEDWW:

- Withdrawing any offer of engagement that it has made to me;
- terminating my engagement;
- considering any false or misleading information I provide, when considering any future applications by me for employment or engagement; and/or
- referring the fact and details of the false/misleading declaration to the Police or Office of the Children's Guardian.

Signature: _____ Date: _____