



# Working with Children Check Policy

(web version)

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| <b>Relevant Legislation / Related information</b>          | <ul style="list-style-type: none"> <li>• <a href="#">Registered and Accredited Individual Non-government Schools (NSW) Manual - September 2023</a> - B8.1</li> <li>• <a href="#">Child Protection (Working with Children) Act 2012</a></li> </ul>  |
| <b>Related documents</b><br>(Including but not limited to) | <ul style="list-style-type: none"> <li>• Code of conduct - Personnel</li> <li>• Visitor procedure</li> <li>• Volunteer policy, declaration</li> <li>• Contractor on boarding</li> <li>• Reportable conduct policy and procedure</li> <li>• Mandatory reporting policy and procedure</li> </ul> |
| <b>Date of issue/last revision</b>                         | 2017 / March 2026  |
| <b>Authorisation Implementation</b>                        | Principal  |
| <b>Date of Approval</b>                                    | 7 May 2026   |
| <b>Review Cycle</b>  | Biennial   |
| <b>Feedback</b>  | Feedback on this procedure can be emailed to the Principal   |
| <b>Accessible</b>  | Board <input type="checkbox"/> Staff <input checked="" type="checkbox"/> Website <input checked="" type="checkbox"/> Parent <input type="checkbox"/>   |

## Commitment

The College is committed to providing a safe and supportive environment for children. SCAC adheres to the requirements of the Child Protection (Working with Children) Act 2012 (WWC) and Registered and Accredited Individual Non-government Schools (NSW) Manual.

It is the responsibility of the child-related worker to ensure that when they are eligible to apply for a Check or renew when approaching expiry.

## Purpose and scope

The object of the WWC Act is to protect children:

- by not permitting certain persons to engage in child-related work; and
- by requiring persons engaged in child-related work to have working with children check clearances.

Persons working in the College are obliged to follow this policy and provide a Working With Children Check (WWCC) before commencing work in the College. This consists of both volunteers and paid employees including:

- peripatetic staff
- tutors
- specialists
- contractors including cleaners
- coaches
- unsupervised volunteers

- other professionals who visit the college to deliver educational services.

## Definitions

**Child-related work:** work that involves direct contact by the worker with a child and that contact is a usual part of and more than incidental to the work. *Child-related work (including voluntary work) is:*

- providing services for children and young people under 18
- where the work normally involves being face to face with children
- where contact with children is more than incidental to the work.

**Child-related worker:** persons employed at the College, including volunteers, and other professionals who visit our sites to deliver child-related work as defined above

**Disqualified person:** A disqualified person is a person who has been convicted, or against whom proceedings have been commenced for a disqualifying offence outlined in Schedule 2 of WWCC Act. A disqualified person cannot be granted a WWCC clearance and is therefore restricted from engaging in child related work.

**Risk assessment:** an evaluation of an individual's suitability for child-related work.

**Workers:** individuals who are directly employed by the College including volunteers, contractors and subcontractors

## Policy

Sapphire Coast Anglican College (SCAC) (the College) must know and comply with their obligations under the Child Protection (Working with Children) Act 2012 (NSW). The Act sets out the College's responsibility to obtain working with children check (WWCC) clearances for all people engaged in child-related work and verify WWCC clearances with the Office of the Children's Guardian (OCG). The Registered and Accredited Individual Non-government Schools (NSW) Manual reiterates this requirement and requires evidence of verifying WWCC clearances is maintained.

## Responsibilities

### The Principal:

- is the owner of this policy and procedure reviewing on a biennial basis
- provides instruction and training on the maintenance of the WWCC Register to child related workers
- provides clarification should a community member need additional information about this policy and procedure

### The Registrar:

- ensures all child-related workers are compliant with this policy and procedure

### Child Related Workers:

- are required to maintain their WWCC clearance
- report to the Principal if:
  - they are no longer eligible for a WWCC clearance
  - the status of their WWCC clearance changes; or
  - are notified by the Office of the Children's Guardian (OCG) that they are subjected to a risk assessment
- notify the OCG of any change to their personal details within three months of the change occurring

- engage in training provided by the employer to understand various aspects of Child protection required by the College, understanding that it is an offence for a worker to engage in child-related work when they do not hold a WWCC clearance or if they are subject to a bar.

### Compliance

Non-compliance with this Policy may result in disciplinary action up to and including dismissal.