Casual Employees, Volunteers and Visitors to the School Working with Children Check Policy

St Mary’s Primary School

Policy Number: Casual Employees, Volunteers and Visitors to the School

Status: Ratified

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Evaluation and Review: 17 February 2016

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Related Documentation:
Procedures for the New WWC Checks
CSO Child Protection Policy and Procedures
RATIONALE
St Mary’s is an Occupational Health and Safety conscious school. Schools have a significant role in keeping children safe.

SCOPE
To ensure all staff, volunteers, outside tutors and external providers are informed of their obligations under the Child Protection (Prohibited Employment) Act 1998. This Act requires employers to confirm that all employees, both paid and unpaid, are not prohibited persons. A prohibited person is one who has been convicted of a serious offence which would lead to the possibility of 12 months imprisonment if the offence occurred currently in the State of NSW. Such offences would include sexual abuse of a child, assault and acts of indecency.

PRINCIPLES
• All children have the right to safety and to be protected from any kind of reportable conduct.
• The school shall follow procedures to ensure that all visitors and employees are deemed suitable to participate in school activities.

DEFINITIONS
Child
Includes all children and young people up to the age of 18 years.

Casual Employee
An employee is any person who is employed by the school, whether or not they are employed to work directly with children, as well as anyone from outside the school who is engaged to provide services to children such as contractors, students on placement.

Visitors
Visitors can include related and non-related persons who visit the school infrequently.

Volunteers
Volunteers can be related or non-related persons who regularly attend the school and perform work which assists the school. Visitors do not receive payment for the work that they complete in the school. There are two types of volunteers:
• Parent or close relative of an enrolled child
• Non related to enrolled child

IMPLEMENTATION
• All new employees who are deemed to work with children are required by law to apply online (http://www.kids.nsw.gov.au/Working-with-children/New-working-with-children-check/apply) for a Working with Children number.

The school verifies this number and keeps a record of the number on file with the expiry date – see Procedure for New WWC Numbers.
Volunteers –

- non-related volunteers of a child that attends the school must undertake the new WWC check unless they have an existing check that was conducted through another area of work or while volunteering for another organisation. This number should be recorded for the volunteer and the data verified on the CCYP website.

- Volunteers who are a parent or close relative of a child that attends the school do not need to undertake the new WWC check. They are required to complete a CSO Volunteer Application Form (Appendix). The completed form is held at the school.

Any volunteers who are working in high risk roles will also require the new WWC Check, irrespective of whether they are a parent or a close relative of a child at the school. High risk roles are those where volunteers are working with particularly vulnerable children:

- Providing personal care with intimate contact to children with disabilities
- Providing mentoring services

Procedure for the Receipt of WWC Number

1. All applicants must be identified via photo ID such as a Driver’s License or a Passport and addresses checked and verified.

   The WWC check must be in place and verified before commencing work with or volunteering for the school.

2. The school logs on to the CCYP webpage and enters the applicant’s details. In regard to the reference number there will be a letter V or E (volunteers or employee). Ensure that the role of the applicant in the school matches the letter on the screen.

3. The number is recorded in SAS.

4. Information for paid employees is forwarded to the CSO.

CSO Volunteer Application forms will be distributed to volunteers. Upon completion the forms will be held in the office. Forms will be checked against the visitor’s book once a term. Forms will be kept for audit purposes.

Visitors

All visitors and volunteers entering school grounds must report to the office, sign the visitor’s book and wear a visitor’s badge. Visitors in school grounds without the badge may be mistaken for intruders.

Evaluation

CSO feedback when employing casual staff, check to visitors book.

Reference:

CSO Working With Children Check Standard Procedures