



Working with Children Check Procedures

PROCEDURES

The Heads of School and the Principal are responsible for implementing the following process:

- When applying for a position at SPCC, all applicants must record their Working with Children Check number and expiry date, or Application number on the job application form, along with their Date of Birth. If these are not present, the Principal's Executive Assistant will ask for this to be completed prior to any interview occurring.
- Interviews will be held with suitable candidates.
- The desired candidate will be nominated and their details, (WWC, Date of birth and given names plus maiden or previous name/s if necessary) forwarded to the WWCC Monitor for verification on the Office of the Children's Guardian (OCG) website.
- The WWCC Monitor verifies the desired candidate's details on the OCG website prior to the offer of employment. If the candidate is barred or not found, the WWCC Monitor will send the findings to the relevant Head of School or Principal. If the candidate is cleared and suitable to work with Children, the relevant Head of School and the Principal is informed that the candidate may be offered employment at the College.
- All paid employees must have an Employee Status WWCC to work at the school. A staff member who has a volunteer WWCC must apply to change their status to "paid".
- Two copies of the verification clearance from the OCG is printed. One copy is attached to the candidate's application for employment form (and the WWCC verification details completed on the form) and the other is filed in the Working with Children Check folder, stored in the WWCC Monitor's office.
- Other reference checks are completed by the Principal or Head of School and details recorded on the application form.
- If the candidate is cleared by the WWCC and reference checks they are offered the position and a contract offered.
- Once the candidate signs the contract of employment and starts working at the College, the WWCC number and expiry date are listed on iChris (payroll) and added to their personnel file on TASSweb.
- It is the staff member's responsibility to ensure that their WWCC is current and valid at all times.
- Staff members are to renew their WWCC as soon as they receive notification that their WWCC is about to expire from the OCG.
- On receipt of the update WWCC expiry date the staff member is to inform the WWCC Monitor of the updated WWCC. The WWCC Monitor will verify the new WWCC date on

the OCG website, and file the renewed WWCC details in the WWCC folder, staff members' file, the TASSweb database and inform Foundation Payroll.

- The WWCC Monitor, along with the Human Resources Manager (Central Office) will routinely check the school databases to ensure all staff hold valid and current WWCCs.

In the event a staff member's WWCC clearance changes during the 5-year clearance period.

- The Central Office (CEO and Human Resources Manager) will be contacted by the OCG.
- The Human Resources Manager will oversee the appropriate course of action.
- If the matter pertains to a non-current staff member, the Human Resources Manager will provide the necessary information to the OCG and then inform the Principal of the changed employment status of the non-current employee. This information will be filed in a confidential WWCC folder held by the Human Resources Manager.
- If the matter pertains to a current staff member, the Human Resources Manager will contact the Principal immediately and the appropriate course of action decided upon and undertaken. All action undertaken will be recorded and a copy placed in the staff member's file, as well the Human Resources Manager's confidential 'WWCC' folder. The Principal will determine what information and how this is communicated to the staff and parent body. The Human Resources Manager will provide the necessary information to the OCG

*Procedures originally written: E. Moir September 2016
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