Working With Children Checks Guidelines for Schools

October 2023 | Version 11

Guidelines for Schools
Working with Children Checks (WWCC)

Purpose

A guide to assist schools when school personnel including staff, visitors, contractors, and volunteers require a Working With Children Check (WWCC).

Capability and Enablement of our People (CEP) at CSBB central office verify the WWCC if required, schools do not complete the verification.

Employee Services can assist for any staff renewals at wwcc@dbb.catholic.edu.au
If you require any clarification or have specific questions, about whether a contractor, volunteer or visitor requires a check please contact the Safeguarding Office on 7256 2211 or via email at: safeguarding@dbb.catholic.edu.au

This guide outlines the steps to take in relation to 12 categories of WWCC. This guide gives schools a comprehensive understanding of the steps for each category of worker. For those who would prefer a simpler approach, distribute the CSBB Contractor & Volunteer Engagement form to all engaged at the school. The form is highly intuitive and will ensure they are guided through the steps relevant for their category of work. The form populates a local SharePoint register that includes all the information the school needs. In addition, for those who require it, the form takes the user through a Safeguarding induction, which will not be required to occur as a separate process the school must undertake. **See last 2 pages of this document for the Quick Guide.**

A WWCC is a legal requirement for select people in a paid or volunteer child-related role in NSW. Employers and organisations must verify the WWCC details through the Office of the Children's Guardian (OCG) portal for anyone they engage in child-related work. The

WWCC lasts for 5 years and undergoes continuous monitoring, even if the WWCC holder moves jobs. The OCG have oversight of the WWCC, and the Child Protection (Working With Children) Act 2012 outlines the requirements.

It is the school's legal responsibility to ensure a register is maintained by the school (including details archived for 7 years). The Principal is the responsible person at a school, delegated by the Director of Schools, to uphold the WWCC obligations within their school. CSBB centrally verifies all required checks on behalf of each school in the Diocese. **No school should be verifying in the OCG portal, and showing the WWCC number in the Service NSW app is not sufficient as no verification has taken place.**

All records must be kept for 7 years from when the worker finishes.
It is an individual's responsibility to ensure they apply for and hold a valid WWCC and update CSBB and the OCG if their details change. Failure to maintain a valid WWCC may affect their employment.

Related information:

Child Protection (Working with Children) Regulation 2013
Child Protection (Working with Children) Act 2012
Safeguarding & Child Protection Policy for CSBB: Working With Children Check
Contractor & Volunteer Engagement From Quick Guide
Fact Sheet – WWCC Renewal

Category	Description
1	New/returning (full-time, part-time, casual) paid employees (this includes WWCC renewals for these staff *all staff in PHRIS
2	Self-employed contractors (e.g. dance instructor, martial arts instructor, specialists, cleaners)
3	Organisation contractors (e.g. camp leaders, canteen providers, onsite uniform ship providers, sports instructors, Duke of Ed placement providers, band, cleaners or specialists from organisations)
4	Third party providers (e.g. dance school, OSHC, sporting club or music lessons, open to the public using the school facilities) *operating privately and open to the public (which may include students)
5	Volunteers who are parents/carers/close relatives
6	Volunteers who are NOT parent/carer/close relatives AND Parent/carer and/or non parent/carer volunteers who support in high-risk activities (i.e. overnight camps, providing personal care to children with disabilities, providing mentoring services)
7	Contractors not in a child related role (e.g. ground maintenance, gardeners, certain maintenance staff like plumbers and electricians)
8	All other exempt workers in a child related role
9	Duke of Edinburgh placement providers arranged by the school. *if the school engages an external contracted agency (i.e. Australian Outdoor Education) to arrange Duke of Edinburgh placement, this falls under category 3
10	University Students on practicum placement

*All people that visit a school site must sign in and out upon arrival and departure.

Who	Type	Process
Paid Employees	1. **New/returning (full-time, part-time, casual) employees.** Roles that require a WWCC are specified as child-related work and **must have a valid WWCC prior to commencement verified by CSBB (unless an exemption applied in specific circumstances by the Safeguarding Manager).** New/returning (full-time, part-time, casual) child related employees might include: - Existing staff recruited by the school or CSBB who are transferring permanently to a new position which has not previously required a WWCC - Staff who are returning to a substantive position from a leave of absence and who did not hold a WWCC or whose WWCC has expired. - New applicants recruited by the school or CSBB for teaching and school support staff positions, school leadership and other school specialist roles including full time, part-time, temporary and casual - Existing staff who may be in teaching or school support staff positions, school leadership and other school specialist roles including full time, part-time and temporary appointments and whose WWCC is due to expire. - Re-engagement of existing casual teacher and casual support staff positions by schools or CSBB. **EXAMPLES:** Teaching staff: • Classroom teacher, Teacher assistant, Teacher/librarian • long term casual teachers, long term casual support staff School support staff: • Learning support assistant, School administrative assistant, Canteen worker, Uniform shop worker, Lab assistant Leadership & specialist staff: • Principal, Assistant Principal, REC, School Counsellor, Aboriginal Education worker, Parent Engagement Coordinator, School Chaplain, Youth Minister, Role in Caroline Chisolm Centre (CCC) requiring WWCC.	**WWCC is administered by Employee Services when employee is recruited and when the WWCC is due to expire and must be renewed. All correspondence to be sent to:** **wwcc@dbb.catholic.edu.au** *Teaching staff must also provide their WWCC number to NESA directly to maintain their teaching accreditation (this is the employees' responsibility).* For new starters: Steps to apply for a new Working With Children Check: 1. Fill in an online form at NSW Working with Children Check 2. Take the application number to a Service NSW centre. 3. Pay the fee of $80 and have your identity confirmed (you will need to take original Proof of Identity documents with you) (Volunteers can apply for a Volunteer check and it is free) 4. Provide your WWCC number, name and DOB to CSBB for verification at: wwcc@dbb.catholic.edu.au For renewals: - All WWCC holders receive automatic notifications from the OCG three months prior to the expiry of their WWCC. - In addition, staff receive automatic generated notifications via PHRIS that their WWCC is coming up to expiry with the Manager/Supervisor/Principal also notified. - The Staff member must commence the application process for renewal via the OCG. - Once WWCC has been renewed the staff member must send their WWCC details through to wwcc@dbb.catholic.edu.au for verification by employee services - If the employee's WWCC expires before they renew their WWCC they may be stood down from their role. Quick Guide on steps to renew a WWCC: Fact Sheet - WWCC Renewal WWCC renewal can have a varying timeframe for approval and should be applied for by the employee as soon as possible to avoid any delay in renewal as this will affect employment. A child-related role cannot continue in their role without a current WWCC check. The requirements for Identification Documentation have changed recently and the length of times to apply for any documentation such as change of name, or VISA documentation needs to be taken into account and is the employees responsibility.

Who	Type	Process
Child Related External Service Providers & Contractors	**Category 2 – Self-employed contractors** **This section includes -** • Contractors who are self-employed and are engaged by the school/ parent/carer to be part of a school program or to work directly with students during school time in a supervised or unsupervised capacity and are paid a fee for service either by the school, CSBB or parent/carer. **A WWCC is required.** **EXAMPLES:** • Music tutor, Sports coach, Peripatetic tutor, Bus drivers, Pedestrian supervisors, Health service providers, Personal care contractors to children with disabilities, Mentors, psychologist, speech therapist, occupational therapist, cleaner	1. The school requests the individual to sign appropriate contract (Procurement requirement for Peripatetics, Duke of Ed, Cleaners). 2. The school forwards the link to the **CSBB Contractor & Volunteer Engagement Form** to contractor. The form includes the link for the Safeguarding Induction, which must be read by the contractor. 3. The contractor confirms they have completed the induction within the digital form. Once the Safeguarding induction and digital form is complete, the contractor appears in the CSBB WWCC SharePoint for verification. 4. The CSBB WWCC SharePoint delegated employee at CSBB central office will verify the WWCC on the OCG portal and change the status of the contractor to "Approved". The contractor will then appear in the schools WWCC SharePoint register as "WWCC Verified" *the school will now be able to see the person as verified and ready to attend the site.* 5. Once the school receives the confirmation email that the induction is complete (or they see the contractor appear in the school WWCC SharePoint list), contractor ID is to be sighted. *Schools may receive an email that induction is completed before WWCC verification. The school needs to wait for the contractor to be verified and added to their list as "WWCC Verified" before they can sight ID and set them to approved.* 6. The school updates their WWCC SharePoint register, confirming worker ID has been sighted. 7. Provided there are no reasons the contractor should be declined (based on local school knowledge such as court orders etc.), the school changes the workers status to "Approved" on the school WWCC SharePoint register. Where possible, contractors should not be providing their service to students on a one-on-one basis. If one-on-one situations are required, the contractor/student should be observed on a regular basis.

Who	Type	Process
Child Related External Service Providers & Contractors	**Category 3 –Organisation contractors** **This section includes -** • Contractors from organisations who are engaged by the school or parent/carer to be part of a school program or to work directly with students during school time in a supervised or unsupervised capacity and are paid a fee for service either by the school or CSBB. **A WWCC is required to be verified by <u>their employer</u> and copy of the verification to be provided to CSBB.** **EXAMPLES:** • Camp leader, Canteen providers, Onsite uniform shop providers, Sports instructors, Band, Cleaners, Specialists, Music tutor, Sports coach, Peripatetic tutor, Bus drivers, Health service providers, Personal care contractors to children with disabilities, Mentors, psychologist, speech therapist, occupational therapist	1. The school requests the individual to sign appropriate contract (Procurement requirement for Peripatetics, Duke of Ed, Cleaners). 2. The school forwards the link to the **CSBB Contractor & Volunteer Engagement** form to contractor. The form includes the link for the Safeguarding Induction, which must be read by the contractor. 3. The contractor confirms they have completed the induction within the digital form. Once the Safeguarding induction and digital form is complete, the contractor appears in the CSBB WWCC SharePoint for verification. 4. The organisation owner receives an email prompting them to forward the WWCC verification certificate of their employee to wwcc@dbb.catholic.edu.au 5. The organisation owner emails through the WWCC verification certificate to wwcc@dbb.catholic.edu.au 6. Once the verification confirmation is received, the CSBB WWCC SharePoint delegated employee will change the status of the contractor to "Approved". The contractor will then appear in the schools WWCC SharePoint register with the status "WWCC verified". 7. Once the school receives the confirmation email that the induction is complete (or they see the contractor appear in the school WWCC SharePoint list), contractor ID is to be sighted. *Schools may receive an email that induction is completed before WWCC verification. The school needs to wait for the contractor to be verified and added to their list as "WWCC Verified" before they can sight ID and set them to approved.* 8. The school updates their WWCC SharePoint register, confirming worker ID has been sighted. 9. Provided there are no reasons the contractor should be declined (based on local school knowledge such as court orders etc.), the school changes the workers status to "Approved" on the school WWCC SharePoint register. Where possible, contractors should not be providing their service to students on a one-on-one basis. If one-on-one situations are required, the contractor/student should be observed on a regular basis. Line of sight and glass panels should be considered. *No Use of CP Facilities form is required for this category of contractor (see Category 4).*

Who	Type	Process
Child Related External Service Providers & Contractors	**Category 4 - Third party providers** Third Party Providers are sole traders or organisations requesting the use of school facilities to deliver a service to students and or other children in the community directly before/after or during school hours. The service may be available to the public, and to students at the school. **EXAMPLES:** • Dance school, Before and After School Care (OSHC), Sporting club, Music lessons, martial arts, chess club, band program	1. The school requests the Third-Party Provider to sign appropriate contract (contract provided by [Procurement](#)) 2. The school forwards the link to the **CSBB Contractor & Volunteer Engagement** form to Third Party Provider owner and its employees. The form includes the link for the Safeguarding Induction, which must be read by the Third-Party Provider and the employees completing the form. 3. The Third-Party provider/employees confirm they have completed the induction within the digital form. Once the Safeguarding induction and digital form is complete, the Third-Party provider/employee appears in the CSBB WWCC SharePoint for verification. 4. The CSBB WWCC SharePoint delegate will verify the Third-Party provider owners WWCC on the OCG portal and set their status to "Approved". The owner will then appear in the schools WWCC SharePoint list as "WWCC verified". 5. The form will direct the owner of Third-Party Provider to complete the digital *Use of Facilities CP* form. 6. The Third-Party Provider completes the digital Use of CP Facilities form and emails through the WWCC verification certificates of its employees to wwcc@dbb.catholic.edu.au 7. Once the verification certificates are received for the Third-Party provider employees, the CSBB WWCC SharePoint delegated employee will change the status of the Third-Party employee to "Approved". The Third-Party employee will appear in the schools WWCC SharePoint register as "WWCC Verified". 8. Once the school receives the confirmation email that the induction is complete (or they see the Third-Party Provider owner/employee appear in the school WWCC SharePoint list), ID is to be sighted. *Schools may receive an email that induction is completed before WWCC verification. The school needs to wait for the provider to be verified and added to their list as "WWCC Verified" before they can sight ID and set them to approved.* 9. The school updates their WWCC SharePoint register, confirming worker ID has been sighted. 10. Provided there are no reasons the provider should be declined (based on local school knowledge such as court orders etc.), the school changes the workers status to "Approved" on the school WWCC SharePoint register.

Who	Type	Process
Volunteers	**Category 5 - Volunteers who are Parents/carers/close relatives** **This section includes -** Parent/close relative volunteers who will have direct contact with children. This is a child related role, however **no WWCC is required** as they are exempt under the legislation from requiring a WWCC (unless they are working in high-risk areas). This is managed by the school and a digital declaration form to state they do not have a criminal record is to be completed and retained by the school. This declaration needs to be completed every 3 years. **EXAMPLES:** • Parent/close relative volunteers who will have direct contact with children. For example: Parent/spouse/De facto partner/sibling/grandparent/stepfamily members/aunt/uncle/niece or nephew (who is over 18 years) • 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. • Classroom helpers, Canteen volunteers, Uniform shop volunteers, School excursions volunteers (but not overnight excursions)	1. The school forwards the link to the **CSBB Contractor & Volunteer Engagement** form to volunteer. 2. The volunteer completes the form, The form includes the Safeguarding induction and *Declaration & Confirmation of Induction for Parent/Close Relative Volunteers.* 3. Once the volunteer completes the form, confirming Safeguarding Induction and declaration has been completed, the volunteer appears in the school WWCC SharePoint list as "pending" for the school to review. 4. Once the school receives confirmation the Safeguarding induction has been completed (or they see the volunteer appear in the school WWCC SharePoint list), ID is to be sighted, the school updates their WWCC SharePoint register. The school may select "Yes" or "Known school parent" to reflect how the school identified the volunteer. 5. Provided there are no reasons the volunteer should be declined (based on local school knowledge such as court orders etc.), the school changes the volunteer status to "Approved" on the school WWCC SharePoint register. ***Please note: In some circumstances the system will email the school to conduct a manual check to progress an induction (e.g. check court orders etc.). The school is to complete these to ensure clearance can be provided.*

Who	Type	Process
Volunteers	**Category 6 - Volunteers who are NOT parent/carer/close relatives AND parent/carer and/or non parent/carer volunteer who support in high-risk activities (i.e. camps, personal care, mentoring)** **This section includes -** Volunteers who are **not** parents or close relatives of a child who will have direct contact with children. AND All volunteers working in high-risk areas (whether they are a parent or close relative). As these roles are specified as child related work all volunteers in these positions **must have a valid Volunteer or Employee WWCC prior to commencement that is verified by CSBB.** It is an individual's responsibility to ensure they apply for and hold a valid WWCC. **EXAMPLES:** Volunteers who are NOT parent/carer/close relatives: • Community member, family friend, classroom helpers, canteen volunteers, uniform shop volunteers, school excursions volunteers, parish member/volunteer who is not a parent or relative. All volunteers working in high-risk areas (whether or not they are a parent or close relative). These are volunteers who are: • 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 • Attending overnight excursions	1. The school forwards the link to the **CSBB Contractor & Volunteer Engagement** form to volunteer. The form includes the link for the Safeguarding Induction, which must be read by the volunteer. 2. Once the volunteer completes the form, confirming Safeguarding induction is complete, the volunteer appears in the CSBB WWCC SharePoint for verification. 3. The CSBB WWCC SharePoint delegated employee verifies the WWCC of the volunteer on the OCG portal and sets the status to "Approved". 4. Once the volunteer is verified, they will be visible in the schools WWCC SharePoint as "WWCC Verified". 5. Once the school receives the automated confirmation the Safeguarding induction has been completed (or they see the volunteer appear in the school WWCC SharePoint list), ID is to be sighted, the school updates their WWCC SharePoint register. The school may select "Yes" or "Known school parent" to reflect how the school identified the volunteer. 6. Provided there are no reasons the volunteer should be declined (based on local school knowledge such as court orders etc.), the school changes the volunteer status to "Approved" on the school WWCC SharePoint register. ***Please note: In some circumstances the system will email the school to conduct a manual check to progress an induction (e.g. check court orders etc.). The school is to complete these to ensure clearance can be provided.*

Who	Type	Process
Non-Child related Contractors	**Category 7 - Contractors not in a child related role** **This section includes -** Self-employed or external organisation employees whose work does not primarily require direct unsupervised contact with students (contact may inadvertently occur while on site). These contractors are working within the school setting for a short period of time. As these roles do not require direct contact with children it is not considered a child related role and **no WWCC is required.** *For a non-child related contractor that is performing tasks outside of school hours including on the weekend and school holidays and there is no before/after school care, vacation care or child related activities being performed then no declaration is required. However, this should be at the discretion of the principal and consultation with Safeguarding as required.* **EXAMPLES:** • Builders, Tradesperson (Plumbers, electricians), Maintenance inspector, Ground maintenance, Gardeners	1. The school request the individual to sign a Purchase Order (or contract if relevant – this would be handled by CSBB Procurement and CSBB Facilities) 2. The school forwards the link to the **CSBB Contractor & Volunteer Engagement form** to contractor. 3. The contractor fills out the form and the digital *Declaration and Safe School Expectations* form contained within the form. 4. Once the school receives confirmation the *Declaration and Safe School Expectations form* is complete (or the contractor appears in the schools WWCC SharePoint list), ID is to be sighted. 5. Provided there are no reasons the contractor should be declined (based on local school knowledge such as court orders etc.), the school changes the contractor status to "Approved" on the school WWCC SharePoint register. 6. The worker is cleared once the school updates the WWCC SharePoint register, confirming the ID has been sighted and setting the status of the contractor to "Approved". Where possible the work should take place away from students and be outside of school hours.

Who	Type	Process
Supplementary Individuals	**Category 8 - All other exempt workers in a child related role** **This section includes -** This is a child related role, however **no WWCC is required** as they are exempt under the Child Protection (Working with Children) Regulation 2013. **EXAMPLES:** Work is for a one-off occasion and is carried out in the presence of one or more other adults e.g., visiting speakers, performers, adjudicator, assessor, other visitors. Visitors from interstate where they hold a WWCC in their current state of Australia, or overseas. **This is not a commonly used category but may come up in a school. Consultation with the Safeguarding team should occur on these occasions if it is not clear.**	1. This is a child related role, however **no WWCC is required** as they are exempt under the Child Protection (Working with Children) Regulation 2013. 2. The school forwards the link to the **CSBB Contractor & Volunteer Engagement** form to exempt worker. 3. The worker fills out the digital form and the *Declaration and Safe School Expectations* form contained within the form. 4. Once the school receives confirmation the *Declaration and Safe School Expectations form* is complete (or the worker appears in the schools WWCC SharePoint list), ID is to be sighted. 5. Provided there are no reasons the worker should be declined (based on local school knowledge such as court orders etc.), the school changes the worker status to "Approved" on the school WWCC SharePoint register. 6. The worker is cleared once the school updates the WWCC SharePoint register, confirming the ID has been sighted and setting the status of the worker to "Approved".

Who	Type	Process
Supplementary Individuals	**Category 9 –Duke of Edinburgh Assessors & Supervisors arranged by the school** **This section includes -** • Those who assist with assessment and supervision under the Duke of Edinburgh program, which are arranged by the school. Engagement of these assessors and supervisors is <u>NOT</u> arranged via an external Duke of Edinburgh provider (e.g. Australian Outdoor Education). **A WWCC is required to be verified by CSBB.** **EXAMPLES:** • An assessor is someone who is over 18, with specific expertise or skills who guides Duke of Edinburgh participants for each section of the Duke of Edinburgh Framework (Physical Recreation, Skills or Service).	Category 9 employees must have a valid WWCC that is verified by CSBB. 1. The school forwards the WWCC details to CSBB for verification via wwcc@dbb.catholic.edu.au or upload the details on a shared digital register. 2. The CSBB WWCC delegated employee will verify the WWCC on the OCG portal and inform the school of the verification result via email or by updating the shared digital register. 3. The school reviews the details of the Assessor/Supervisor. If there is no shared digital register, the school updates this information on a local WWCC register kept at the school.

Who	Type	Process
Supplementary Individuals	**Category 10 – University students on practicum placement** **This section includes -** • University (or other education/training organisation) practicum placements within CSBB schools. **EXAMPLES:** • A student who is required to complete practicum placement in a school setting as part of their degree/diploma.	Category 10 employees must have a valid and verified WWCC. This is managed by the CSBB Tertiary Partnerships and Pre-service Teacher Program Coordinator. All queries in relation to this should be directed to this role.

Who	Type	Process
Supplementary Individuals	**Category 11- School Student Placements at a CSBB School.** **This section includes –** • Students who are undertaking vocational work placement or work experience at a CSBB school who are UNDER 18.	Students who are UNDER 18 are exempt from requiring a WWCC. The institution they are receiving an education from must provide an agreement letter. *Students who are undertaking vocational work placement or work experience at a CSBB school who are OVER 18 are required to undergo a WWCC which is to be verified by the institution they are receiving education from. Once the check has been completed the student must send the WWCC number, full name, and DOB to wwcc@dbb.catholic.edu.au for verification. The institution they are receiving an education from also must provide an agreement letter.

Who	Type	Process
Supplementary Individuals	**Category 12- Chancery & Parishes** **This section includes –** • All clergy and religious sisters	• The Chancery verify all clergy and religious sisters WWCC centrally. • The Parish verifies the WWCC for their secretary. • You don't need to verify or add these to your register.

FAQ – Volunteers

Q: How often do I have to get volunteers (parents) to fill out this form?
We require you to get volunteers to fill this form out <u>at least</u> every three years. We suggest doing one between K-2 and then again during 3-6.

Q: How will I distribute the Microsoft forms link to volunteers?
The form link can be sent out to individuals or in group emails or via COMPASS when an event is occurring e.g. sending out a group email to parents before an Athletics carnival. You might like to use the link to create a QR code and put it in the office!

Q: Can I send this as a message through Compass, put it on our school website or add it to a newsletter?
Yes

Q: How does the volunteer access the Safeguarding Induction Booklet? Is it linked in the declaration form?
The Safeguarding Induction booklet is now within the Contractors and Volunteers Engagement form.

Q: Can I change some of the information on the form?
No. The form is managed by CSBB. Please contact the Safeguarding Office if you have any concerns in relation to the form.

Q: Can I do a test run of the form, so I know how it works and where the data goes?
Yes – Please do. Just write "test" in any required fields so on the data you are not inserting any actual information.

Q: Is there a blurb I can use to introduce the link?
Yes – You may create your own blurb, or use something along the lines of (in an email for example):

As part of (INSERT SCHOOL) moral, legal and ethical commitment to keeping all children safe and protected within our schools, it is important that you complete a declaration form and induction before you start your work with us.
Please go to: (your school's Microsoft Form link) to access the declaration form and access the induction material.
Thank you for playing your role in ensuring that Safeguarding is the responsibility of everyone within our schools.
Kind Regards,
(Principal)

Q: What email address will all these notifications be linked to?
Your email of choice. You might like to choose the general school email or want Digital Enablement to create a Safeguarding email. Please get in touch with the Safeguarding Team who will then liaise with Digital Enablement to adjust this setting for you.

FAQ – contractors

Q. How often is a category 7 contractor required to complete the Declaration and Safe School Expectations digital form?
At least once every three years

Q. Are category 7 contractors required to complete the Declaration/Safe School Expectations during school holidays/weekends or any other period where there are no children on site (including times when Before and After School Care is running)?
For a non-child related contractor that is performing tasks outside of school hours including on the weekend and school holidays and there is no before/after school care, vacation care or child related activities being performed then no declaration is required. However, this should be at the discretion of the principal and consultation with Safeguarding as required.

FAQ – Police, DCJ & NSW Health employees

Q. Are these workers required to have a WWCC or a Safeguarding Induction before entering the school?
NSW Police are exempt from requiring a WWCC. DCJ Child Protection Caseworkers and NSW Health employees who visit our schools do not require verification by CSBB of their WWCC. Please ensure that you sight the employee's workplace ID card and make a record of this on your WWCC SharePoint register before they enter the school premises.

Q. What about child protection caseworkers, social workers, or caseworkers from non-government agencies?
CSBB is not required to verify the WWCC of these workers. Please ensure that prior to the initial visit from this type of worker that you have a written letter or email from the worker explaining their role and purpose of their visit to the school. Ensure you sight the workers ID and update this on your WWCC SharePoint register before they enter the school premises. You can then attach this letter to their name on the register.

WORKING WITH CHILDREN CHECK

CATHOLIC SCHOOLS
Broken Bay

PROCESSES IN SCHOOLS 2023 - Quick Guide

This guide assists to navigate the correct process for WWCC in schools. It includes the NEW process for volunteers and contractors and combines the Safeguarding induction for roles that require it.

CATEGORY ONE:

NEW/ RETURNING PAID EMPLOYEES (FULL TIME PART TIME CASUAL)
This includes WWCC renewals for these staff

WWCC is administered by Employee Services
All correspondence can be sent to: wwcc@dbb.catholic.edu.au

CATEGORY TWO:

SELF-EMPLOYED/ CONTRACTORS (E.G. DANCE/MARTIAL ARTS INSTRUCTORS, SPECIALISTS - OT, SPEECH THERAPIST, PHYSIO, CLEANERS)

1. The school request the individual to sign contract

    [Peripatetics]   [Duke of Ed]   [Cleaners - contract provided by CSBB Procurement csbbprocurement@dbb.org.au]

2. The school forwards link to CSBB Contractor & Volunteer Engagement Form. The form includes the Safeguarding Induction

3. Once the induction and digital form is complete, the contractor's WWCC details are automatically sent to CSBB for verification

4. The contractors WWCC is verified by CSBB. They will then appear in the schools WWCC SharePoint register as "WWCC Verified"

5. Once the school receive the confirmation email that induction is complete, contractor ID is to be sighted, and updated on the schools WWCC SharePoint register. The contractor may now enter the school site.

*Schools may receive an email that induction is completed before WWCC verification. The school needs to wait for the contractor to be verified and added to their list as "WWCC Verified" before they can sight ID and set them to approved. It is ideal to provide the digital link to contractors before they attend the school.

CATEGORY THREE:

ORGANISATION CONTRACTORS (E.G. CAMP LEADERS, PRAC TEACHERS, CANTEEN PROVIDERS, ONSITE UNIFORM SHOP PROVIDERS, SPORTS INSTRUCTORS, BAND, CLEANERS OR SPECIALISTS FROM ORGANISATIONS

1. The school request the individual to sign contract:

    [Peripatetics]   [Duke of Ed]   [Canteen, Cleaners, onsite Uniform Shop providers - contract provided by CSBB Procurement csbbprocurement@dbb.org.au]

2. School forwards link to CSBB Contractor & Volunteer Engagement Form. The form includes the Safeguarding Induction

3. Once the induction and digital form is complete, the contractor's details sit in the CSBB WWCC SharePoint list for verification, and the owner of the organisation receives an email prompting them to forward the WWCC verification certificate of their employee to wwcc@dbb.catholic.edu.au

4. CSBB will change the status of the organisation contractor to "Approved" once the verification certificate is received. The contractor will show up in the school WWCC SharePoint list as "WWCC Verified"

5. Once the school receive the confirmation email that induction is complete, contractor ID is to be sighted, and updated on the schools WWCC SharePoint register.

6. The school sets the contractor status from "Pending" to "Approved" .The contractor may now enter the school.

CATEGORY FOUR:

THIRD-PARTY PROVIDERS (E.G. A DANCE SCHOOL, OSHC, SPORTING CLUB OR MUSIC LESSON OPEN TO THE PUBLIC, USING SCHOOL FACILITIES)

1. The school to request the organisation to sign contract:

    [Peripatetics]   [OSHC Contract provided by CSBB Procurement csbbprocurement@dbb.org.au]

2. School forwards link to CSBB Contractor & Volunteer Engagement Form. to the Third Party owner, and it's employees The form includes the Safeguarding Induction.

3. Once the form is complete, the Third Party owner appears in the CSBB WWCC SharePoint list for verification. The form includes a digital CP Use of Facilities form, completed by the Third Party owner - this directs the owner to email the WWCC verification certificates of it's employees to wwcc@dbb.catholic.edu.au

4. Once the verification certificates are received by CSBB, the third party employee will appear in the school WWCC SharePoint list as "WWCC Verified"

5. Once the school receive the confirmation email that induction is complete, contractor ID is to be sighted, and updated on the schools WWCC SharePoint register.

6. The school sets the contractor status from "Pending" to "Approved" .The contractor may now enter the school.

WORKING WITH CHILDREN CHECK

PROCESSES IN SCHOOLS - Quick

CATHOLIC SCHOOLS Broken Bay

CATEGORY FIVE:

PARENT/ CARER/ CLOSE RELATIVE VOLUNTEERS

1. The school forwards the link to the CSBB Contractor & Volunteer Engagement Form to volunteer.
2. The volunteer completes the form, and the Safeguarding induction and declaration within the form
3. Once the volunteer completes the form, confirming Safeguarding Induction has been completed and completeing the declaration, the volunteer sits in the school WWCC SharePoint list as "pending" for the school to review
4. Once details have been reviewed, the school updates their WWCC SharePoint register, confirming ID has been sighted
5. The school sets the volunteer status from "Pending" to "Approved" .The contractor may now enter the school.

*no WWCC required for this role. digital form will provide declaration/induction

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CATEGORY SIX:

VOLUNTEERS WHO ARE NOT PARENT/ CARER/ CLOSE RELATIVES AND PARENT/ CARER AND/OR NON PARENT/ CARER VOLUNTEER WHO SUPPORT IN HIGH-RISK ACTIVITIES (I.E. CAMPS, PERSONAL CARE, MENTORING)

1. The school forwards the link to the CSBB Contractor & Volunteer Engagement Form to volunteer.
2. The volunteer completes the form, and the Safeguarding induction and declaration within the form. The volunteer then appears in the CSBB WWCC SharePoint list for verification
3. The volunteers WWCC is verified by CSBB. Once this has been completed, they volunteer will appear in the schools WWCC SharePoint as "WWCC Verified".
4. Once the school receive confirmation that induction is complete, volunteer ID is to be sighted and updated on the schools WWCC SharePoint register
5. The school sets the volunteer status from "Pending" to "Approved" on the schools WWCC SharePoint register. The volunteer may now enter the school.

CATEGORY SEVEN:

CONTRACTORS NOT IN CHILD RELATED ROLE (E.G. GROUND MAINTENANCE, GARDENERS, CERTAIN MAINTENANCE STAFF LIKE PLUMBERS AND ELECTRICIANS)

1. The school request the contractor to sign a purchase order or contract **CSBB Procurement**
2. The school forwards the link to the CSBB Contractor & Volunteer Engagement Form to contractor
3. The contractor completes the form, and the digital *Declaration and Safe School Expectations* within the form .
4. Once the school receives confirmation the *Declaration and Safe School Expectations* is complete, contractor ID to be sighted and the schools WWCC SharePoint register is updated.
5. The school sets the contractor status from "Pending to "Approved on the schools WWCC SharePoint register. The contractor may now enter the school.

*no WWCC required for this role. digital form will provide declaration/induction

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CATEGORY EIGHT:

ALL OTHER EXEMPT WORKERS IN A CHILD RELATED ROLE SUCH AS VISITING SPEAKERS, ASSESSORS, PERFORMERS WHO CARRY WORK OUT IN THE PRESENCE OF ANOTHER ADULT

1. This is a child-related role, however no WWCC is required (as they are exempt) under the **Child Protection (Working with Children Regulation 2013)**
2. The school forward the link to the CSBB Contracto & Volunteer Engagement Form to the worker
3. The worker fills out the form, and the Declaration and Safe School Expectations containined within the form
4. Once School receives confirmation the Declaration and Safe School Exprations is complete, ID to be sighted and the schools WWCC Sharepoint register updated
5. The school sets the worker status from "Pending" to "Approved" on the schols WWCC SharePOint register

*no WWCC required for this role. digital form will provide declaration/induction

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*All university students on practicum placement must have a valid and verified WWCC. This is managed by the CSBB Tertiary Partnerships and Pre-service Teacher Program Coordinator. All queries in relation to this should be directed to this role.