

WORKING WITH CHILDREN CHECK



CATHOLIC SCHOOLS
Broken Bay

PROCESSES IN SCHOOLS 2023

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

[Facilities & Procurement Service CSBB](#)

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:

[Facilities & Procurement Service CSBB](#)

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:

[Facilities & Procurement Service CSBB](#)

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.

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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 completing 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

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

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 contained within the form
4. Once School receives confirmation the Declaration and Safe School Expectations 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

*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.

FAQ's



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Q: How often do I have to get volunteers (parents) to fill out this form?

Once 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 ([CSBB Contractor & Volunteer Engagement Form](#)) can be sent out to individuals or in group emails or via COMPASS when an event is occurring

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 the CSBB Contractor & Volunteer Engagement Form 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.

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.

School Student Placements at a CSBB School:

Students who are undertaking vocational work placement or work experience at a CSBB school 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 CSBB for verification. The institution they are receiving an education from also must provide an agreement letter.

FAQ's



FAQ – contractors

Q. How often is a category 8 contractor required to complete the Declaration and Safe School Expectations digital form?

At least once every three years

Q. I can see a contractor in my schools SharePoint list, but they have not attended my school for work?

You may sometimes see contractors appear in your school list before they attend your school. This is because the new digital process allows a contractor to select several schools that they will attend (or anticipate that they will attend). This means they only need to fill out the form once, rather than several times for multiple schools. It also means that your school will only need to locate the contractor on your SharePoint list when they arrive on site, sight their ID and set their status to approved. **If the contractor has filled the digital form out, but NOT selected your school - they will need to fill the digital form out again.*

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 employees 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.

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The Chancery & Parishes:

- 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.