



WORKING WITH CHILDREN CHECK GUIDELINES

Trinity Grammar School (the School) complies with NSW Child Protection legislation and conducts WWCC's for all Staff and Volunteers engaged in child-related work.

Any breach of these Guidelines will be deemed misconduct and may lead to disciplinary action or a review of any engagement arrangement.

In the event that a member of Staff or Volunteer's WWCC Clearance certificate lapses or the result status changes from 'cleared' such person will be immediately stood down from their duties and their engagement arrangements are likely to result in suspension or termination.

In accordance with s36B of the CP Act, all WWCC applicants must notify the OCG of any changes to their personal details within three months of any change. Failure to do so will result in penalties.

1. Definitions for the purpose of this document

→ **Child related work**

Subject to conditions and exemptions under the CP Act and Regulation, a Staff member or Volunteer is considered to be engaged in child-related work in the School, where the work involves direct contact with children. Work in an area prescribed as child-related work in the CP Act and Regulation includes, without limitation:

Education – work in schools or other educational institutions, including coaching or tuition of children.

Child Development – work in mentoring and counselling services for children

Transport Services for Children – work in providing transport services especially for children, including bus services and taxi services for children with a disability and supervision of school road crossing.

Religious services – work for a religious organisation where the work carried out as a minister or other religious leader or spiritual officer of the organisation, or in any other role involving youth groups, youth camps, teaching children or child care.

School cleaners – work as a cleaner providing cleaning services at a School.

→ **Children**

Person of 18 years or younger in age and enrolled (past and/or present) at the School.

→ **CP Act**

[Child Protection \(Working with Children\) Act 2012](#)

→ **CP Regulation**

[Child Protection \(Working with Children\) Regulation 2013](#)

→ **CYPCP Act**

[Children and Young Persons \(Care and Protection\) Act 1988](#)

→ **Direct contact**

Physical or face-to-face contact.

→ **Disqualified person**

Person convicted of a criminal offence as specified in Schedule 2 of the CP Act, if the offence was committed as an adult; or a person who has proceedings commenced against them for any such offence, if the offence was committed as an adult, pending determination of the proceedings for the offence.

→ **OCG**

[Office of the Children's Guardian](#). An independent government agency responsible for the administration of the WWCC in NSW.

→ **Ombudsman Act**

[Ombudsman Act 1974](#)

→ **Staff**

Person engaged by the School as an employee or contractor (including sub-contractors) on a permanent, part-time or casual paid basis.

→ **Volunteer**

Person engaged to provide service(s) to the School, free of charge.

→ **WWCC**

Working With Children Check.

2. Procedures

2.1 Staff members

Any person wishing to be engaged by the School must obtain an Employee WWCC number and provide their Clearance Certificate and a copy of their identification (ie, driver's licence/passport) with their completed Application form.

The School will rely on the information provided to verify the WWCC Clearance.

The School acknowledges that it is illegal to engage or continue to engage any person who does not possess a cleared WWCC Certificate.

Any person engaged by the School must maintain their WWCC Clearance Certificate. This is the responsibility of the Staff member.

Each Staff member must renew their WWCC prior to expiry (every 5 years) and provide their updated details to the School's Governance and Compliance Administrator for verification.

Any staff member who becomes aware that their WWCC result status changes from 'cleared' or they become a 'Disqualified Person' from working with children must immediately inform the Head Master.

Staff as defined in this document includes, without limitation, the Head Master, Executive/Management staff, teachers, teacher's aides, administrative and support staff, student support officers, School psychologists, sport coaches, study plus tutors, chaplains/ministers, employment agency staff, music tutors/Peripatetics, out of hours care, canteen staff, cleaners, external consultants (ie, Speech pathologist, Occupational therapist) and those employed under funded programs where local arrangements are made.

2.2 Volunteer

Any person wishing to Volunteer at the School must obtain a Volunteer (or Employee) WWCC number and provide their Clearance Certificate and a copy of their identification (ie, driver's licence/passport) with their completed Application form.

The School will rely on the information provided to verify the WWCC Clearance.

The School acknowledges that it is illegal to engage or continue to engage any person who does not possess a cleared WWCC Certificate.

Any person engaged by the School must maintain their WWCC Clearance Certificate. This is the responsibility of the Volunteer.

Any Volunteer who becomes aware that their WWCC result status changes from 'cleared' or they become a 'Disqualified Person' from working with children must immediately inform the Staff member responsible for their engagement.

A Volunteer as defined in this document includes, without limitation, person 18 years or older engaged to provide personal care services to children with disabilities involving intimate contact with those children (such as assisted toileting) or mentoring services as part of a formal mentoring program provided by an agency, Duke of Edinburgh Award volunteers, cafeteria assistants, out of hours care, School excursion assistants, TESS support assistants (eg, writers, readers), and parent volunteers (eg, overnight tours, host families), and guardians/hosts of international boarders.

2.3 Visitors and external contractors

Any worker who works for a period of not more than a total of 5 working days in a calendar year, if the work involves minimal direct contact with children or is supervised when children are present are exempt from the WWCC Certificate requirement.

As such, the School requires ALL visitors arriving and departing during school hours at either the Summer Hill (Y7-12), Junior School and Preparatory School campuses to sign in at the respective Reception areas. Visitors to the School's Field Studies campus are to sign in with the relevant Master on Duty.

During the sign in process, the Visitor must, if able, declare themselves to not be a "[Disqualified Person](#)". Should any Visitor not be able to provide a Declaration, they are not permitted to enter or remain on any of the School's campuses.

Craig Sandwell | Deputy Head Master – Operations

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