

**DIOCESE OF LISMORE****CATHOLIC SCHOOLS OFFICE**

Ref: 1/15/5114

**To: Principals (Assistant Principals & Secretaries)**  
**From: Dirk Botha**  
*Assistant Director School Resources*  
**Subject: Employees - Working with Children Checks Update**  
**Date: 23 January 2015**

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The new Working with Children Check has been available since 15 June 2013. By now each new person employed should produce a current WWC check number **before** they start employment at your school as per the Working with Children check SOP issued in June 2013 (preferably at the time of interview).

In order to streamline the process for the employment of **teaching staff**, the Catholic Schools Office issues an email to teachers when registering for employment. This email states that the registration documents have been received and the status of the WWC (verification) process i.e received /cleared or not received/outstanding. We ask all applicants to print this email and present to principals when applying for work.

This verification process of the WWC should only take place once at the beginning of employment as detailed above. If you would like to check whether a WWC is already on file at the CSO for an employee please contact [twooldridge@lism.catholic.edu.au/66276243](mailto:twooldridge@lism.catholic.edu.au) or [payroll@lism.catholic.edu.au](mailto:payroll@lism.catholic.edu.au).

For **School Support Staff / Auxiliary Staff** it is **extremely** important that either a copy of the *WWC number* or the '*verification*' be sent with the payroll documentation when someone is first employed. Not providing a WWC may delay wage payments being processed.

Please remember all **Volunteer** checks are the responsibility of the school to verify and place in the **SAS** database as per training in 2013.

It is important to note that the phasing in period for all existing staff begins on **April 1 2016** with all existing secondary staff asked to obtain a new WWC by **March 31 2017**. Existing Primary Staff are asked to complete the new check from **April 1 2017** until **March 31, 2018**.

# DIOCESE OF LISMORE

## CATHOLIC SCHOOLS OFFICE



[Ref: 10/15/5294]

MEMO TO: All Staff

FROM: Dirk Botha  
*Assistant Director School Resources Services*

SUBJECT: **Working with Children Check “Phasing in” Schedule**

DATE: 16 October 2015

A child safe school requires a variety of processes and responses to safeguard children. One process is the *Working with Children Check (WWCC)*. This is a legal requirement for both any person in child related work and their employer.

Since 15 June 2013, all **new** employees to the Diocese have had to provide a Working with Children Check number to the CSO or the School. Anyone who commenced in child related work, on or after 15 June 2013, should have already undertaken the new WWCC.

During the 2016 year (1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017) all existing employees in the secondary schools of the Diocese in child related work will be asked to undertake this new WWCC (even if you have had a previous check between 2000 – June 2013). Apply [here](#).

If you already have a volunteer check you need to [change from volunteer to paid](#) employment check.

During the 2017 year (1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018) all existing employees in the primary schools of the Diocese in child related work will be asked to undertake this new WWCC (even if you have had a previous check between 2000 – June 2013)

### Key points

- The definition of child related work, and the process for obtaining the WWCC, has been revised under the new WWCC scheme.
- A WWCC involves a national criminal history check and review of findings of workplace misconduct held by the NSW Office of the Children’s Guardian (NSW OoCG), the body that administers and oversees the WWCC.
- When you apply for a WWCC you will either receive a **clearance** to work with children for a period of 5 years, or a **bar** against working with children.
- The employer (CSO) must verify the employee’s WWCC online. This process is managed by HR Recruitment, CSO, Lismore for all employees (school and CSO based).
- The cost for paid workers is \$80 and is to be met by the employee. The Working with Children Check is valid for five years and staff will need to reapply at the time of expiration.
- The WWCC is fully portable which means you can use it for any paid or unpaid (volunteer) child-related work in NSW for as long as you remain cleared by the NSW OoCG.
- Further information located on NSW OoCG website [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)

# DIOCESE OF LISMORE

## CATHOLIC SCHOOLS OFFICE



[Ref: 5/16/5371]

MEMO TO: Principals

FROM: Dirk Botha  
*Assistant Director School Resources Services*

SUBJECT: **"Phasing in Period" for private Tutors and Coaches and the Working With Children Check**

DATE: 6 May 2015

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Please refer to previous Principals Memo Feb 15 2016.

Since 1<sup>st</sup> April 2016 all tutors and coaches in the education sector who provide services to children are being phased-in to the new Working With Children Check online system in NSW.

Tutors and coaches working in schools and other organisations, including those previously checked by employers under the old system, will need to apply for a new Working With Children Check.

The Certificate for Self Employed People from the old Working With Children Check will no longer be valid after their expiry date.

Tutors and coaches providing private services to children will also need to apply for a new Working With Children Check. The tutor or coach should provide their name, date of birth and WWCC number to parents/carers for online verification.

Applications for a Working With Children Check can be made at [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)

The Office of the Children's Guardian has produced a poster for private tutors and coaches to display their name, date of birth and WWCC number (see attached).

The downloadable poster and parent verification process are also available at [www.kidsguardian.nsw.gov.au/parentscheckthecheck](http://www.kidsguardian.nsw.gov.au/parentscheckthecheck)

A WWCC clearance means the tutor or coach can work with children in NSW.

A WWCC bar or interim bar means the tutor or coach cannot work or volunteer with children in NSW.

If you suspect that an adult is providing services to children without a Working With Children Check you can make a confidential report online or phone (02) 9286 7219.

Help keep kids safe by sharing #parentscheckthecheck with your colleagues, family and friends through your own social media networks.

# Outside Tutor Compliance Register

*For Completion by the TUTOR*

**TUTOR'S NAME:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**ACTIVITY/SUBJECT:** \_\_\_\_\_

**ABN:** \_\_\_\_\_

**WWC No:** \_\_\_\_\_

*For Completion by the PARENT*

**PARENT'S NAME:** \_\_\_\_\_

I have verified the above working with children check via the Office of the Children's Guardian website <https://wwccheck.cyp.nsw.gov.au/Verifiers/Search> as cleared.

**WWC EXPIRY DATE:** \_\_\_\_\_

**PARENT'S SIGNATURE:** \_\_\_\_\_

**DATE:** /

*For Completion by the SCHOOL*

St \_\_\_\_\_ will provide the above with adequate, safe and fit for purpose facilities for the stated course above to comply with our Child Protection Policy and all other Policy's.

**PRINCIPAL'S SIGNATURE:** \_\_\_\_\_

**DATE:** /