

YG

From:

REDACTED

Sent:

Monday, 27 May 2013 3:26 PM

To:

WL

Subject:

WWC and National Police Check - RECRUITMENT

Attachments:

New Staff Checklist January 2013.docx; Detailed Recruitment Flow Chart Jan 2013.docx

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CURRENT STAFF

Upon her commencement in 2007/08, REDACTED ED developed rigour in the management and follow up of all WWC cards.

- REDACTED manages a database of all WWC numbers and expiry dates
- REDACTED contacts the card holder approx. 30 days prior to the card expiration
- REDACTED reminds the card holder (as many times as necessary) and their manager of the impending expiry
- REDACTED notifies me when the card has not been renewed.
- Liaise with the staff member requesting immediate evidence of card or (unfortunately) they need to leave the site until they can do so

INCOMING STAFF

All Positions Descriptions written since Sept 2011 include reference to the Essential Requirements "must have or be able to obtain a WWC card" and "must undergo a National Police Clearance"

- All advertising for roles includes the above Essential Requirements
- All interview guides include reference to the requirement for the incumbent to have or be able to obtain a WWC card and undergo a National Police Clearance
- TRBWA (and formerly WACOT) cover the National Police Clearance as part of their registration process
- REDACTED ED will not pay a new starter without evidence of a WWC card or application thereof

Our HR New Starter Checklist includes reference to WWC Card and National Police Clearance

I have attached for you the recruitment flowchart which references the New Starter Checklist and the Checklist itself.

I hope this provides you with sufficient information regarding our process in managing WWC and Police Clearances

Kind regards..

REDACTED ED

REDACTED

Human Resources Manager |

THE SCHOOL