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WWCC FAQs

Who needs a Working With Children Check?

Staff working in child related employment require a WWCC. Child related employment generally means direct, face to face or physical contact with children for extended periods. Child related positions within Sport and Recreation include:

- All Centre and Venue positions
- Regional Managers and Cluster Co-ordinators
- Development and Project Officers
- Swimming instructors
- Client Service Centre staff
- Positions with access to confidential records or information about children

Why don't current staff need to get the new WWCC check?

SR is not required to fully comply with the new WWCC requirements until December 2015. However, everyone in a child related role must have a WWCC. Current staff who are continuously employed from before June 14 will continue to be covered by their current WWCC clearance. These staff will need to have the new WWCC check before the end of 2015. All staff joining SR, or returning after a separation in employment, are required to have the new check. A separation in employment generally means two months or more, excluding being on leave.

How do you get a Working With Children Check?

Apply online then visit a Motor Registry or Government Access Centre to have identification documents verified. Checks are valid for 5 years and cost \$80. Employees are responsible for arranging and paying for their own WWCC.

WWCC- Information for Applicants

For more information on the WWCC visit the CCYP website <http://www.kids.nsw.gov.au/Working-with-children/New-Working-with-Children-Check>

Can an employee commence work without a WWCC?

Employees cannot commence work until their WWCC has been verified and the National Criminal Record Check completed. The WWCC lodgement number can be submitted for verification if the person has not yet received a clearance number. Turnaround on this process should be quite fast, minimising operational impacts.

What about volunteers?

Volunteers providing personal care services to children with disabilities, or for formal mentoring programs require a WWCC. DEC volunteers such as sports coaches, music tutors, and choreographers are only required to provide 100 points of identification and sign a *Declaration for Volunteers and Contractors Form*. (Note: this form is currently under review by DEC and CCYP and may change to a Statutor

Declaration)

Existing volunteers are covered by the same transitional arrangements as paid workers. If they already have a WWCC clearance and have maintained a working relationship with SR, they do not need a new WWCC until December 2015.

The WWCC check for volunteers working for Sport and Recreation must be verified by the DEC Probity Unit. The WWCC is free for volunteers. For more information, refer to the *Checklist for corporate areas and the Office of Communities* and *Determining when checks are required*.

What about prac students and interns?

The same transitional arrangements apply to prac students as for paid workers and volunteers.

Practicum students in Sport and Recreation's child related roles require a WWCC. The higher education institution arranging the placement is responsible for ensuring they have the correct clearances and must provide written confirmation of this. The student cannot commence their placement until this confirmation has been received.

When students move to paid employment in a child related role, they will need to pay the \$80 fee.

What happens if someone commits a serious offence after they get a 5 year WWCC?

Employers will be notified if a person on their employee list has committed an offence that affects their WWCC. This notification will come via the DEC Probity Unit and OoC Human Resources Unit.

What checks are conducted for employees in non-child related roles?

These staff don't need a WWCC. A National Criminal Record Check is conducted, which may result in a decision not to employ based on criminal history. The necessary forms are included in the *Casual Employment package- Non-Child Related*.

What about contractors?

Contractors who will have extended face to face contact with children require a WWCC. Contractors are required to provide written confirmation that any employees or subcontractors that will be used to service the contract meet the WWCC requirements. For example, if the YMCA or a care agency is providing staff, SR is not required to probity check each individual. Managers may elect to conduct a WWCC verification in addition to contractual arrangements in higher risk situations, such as with a sole trader. Contact Legal Services for advice.

For information about the child protection requirements for contractors, refer to the following resources:

Process Flowcharts

Determining when checks are required

Checklist for corporate areas and the Office of Communities

Do returning casuals need another WWCC or criminal record check?

As long as the casual employee has a current WWCC, remains on a casual employment list and maintains a working relationship with SR, they don't need to get the new WWCC yet. They will need to get the new WWCC before 31 December 2015, or if they have a separation in employment (2 months), or if they are offered permanent employment. For example- a swimming instructor who worked in February 2013 and wishes to work again in November 2013 will require a new check. If the instructor had continued to work for SR throughout the year, she would not need a new check. If the instructor took a permanent job as a Development Officer, she would need to get the new WWCC.

Once a casual has a new WWCC, will they have to go through the verification and NCRC again?

A casual will need to have their WWCC verified if they have not worked for Sport and Recreation for more than 12 months. If a casual has not worked for Sport and Recreation for more than two years, they will need to reapply and undergo a new NCRC as well as the

WWCC verification.

How do I get a WWCC verification for a volunteer or casual returning after a 12 month break?

To do this, you need their WWCC number, full name, and date of birth. Send these details to the Commercial.ServicesSecretariat@communities.nsw.gov.au for forwarding to the DEC Probity Unit. You must also sight their photo ID, such as driver's license or passport.

How do I find out if an applicant is on the "Not to be Employed" list?

The DEC Probity Unit will complete this check as part of the verification process.

When are the other child related employment sectors required to comply with the new WWCC?

High risk areas such as disability services, religious leaders and youth workers will require the new WWCC by the end of 2013. For more information about phasing, refer to CCYP's *Phasing for Existing Workers Factsheet*, <http://www.kids.nsw.gov.au/Working-with-children/New-Working-With-Children-Check/Publications-and-resources>

What if I change jobs within Sport and Recreation?

If you change from one classification to another, you don't need a new WWCC, provided you are continuously employed and have a current check. You do need to get the new WWCC if you move from casual or temporary employment to permanent status.

Do current DEC teachers need to get the new WWCC before working for SR?

No. If they currently have approval to teach in a DEC school, they can work for SR using their old WWCC.

How do I check the length of a casual staff member's break in employment?

Contact HR Payroll.

Who monitors expiry dates or changes in status for staff members WWCC?

HR will monitor the expiry dates and send out warnings as they approach. HR will be notified by the DEC Probity Unit if there is a change in a person's clearance to work with children and will contact the appropriate manager.

For assistance contact

Kieran Smith, HR Operations Manager

REDACTED

OR

Lea Davidson, Centre Operations Support Unit Manager


REDACTED

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
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