

National Police Clearances and Working with Children Checks Policy

Section	Human Resources and Workplace Relations
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The following policy details requirements for schools of the Anglican Schools Commission (ASC) in relation to Teacher Registration Board of Western Australia (TRBWA), Victorian Institute of Teaching (VIT), NSW Education Standards Authority (NESA), National Police Clearances and Working with Children Checks (WWC Checks) in Western Australia (WA), Victoria (VIC) and New South Wales (NSW).

1. Governing Body (ASC Board and School Council)

- 1.1 Members of governing bodies must be fit and proper persons for carrying out their responsibilities.
- 1.2 Members of the ASC Board and School Councils must obtain a National Police History Check or other evidence to establish their fit and proper bona fides in order to ensure that there is nothing adverse to their financial, educational and student welfare responsibilities for the school. Any ex-officio members of the ASC Board or School Councils should also be included.

2. Teaching Staff

- 2.1 All prospective employees at ASC schools are required to furnish the Principal with a copy of their TRBWA / VIT / NESA Registration, Working with Children Check and National Police Clearance (as per state requirements).

State requirements:

WA: National Police History Check and WWC Check;

NSW: WWC (National Police History Check included);

VIC: National Police History Check (VIT registration includes National Policy History Check which exempts teachers from having to acquire a WWC).

The prospective employee will pay any costs associated with this process.

- 2.2 This policy applies to all teaching staff, including full-time, part-time, relief and casual staff.
- 2.3 The Principal may, at the Principal's sole discretion, require a current employee (as at the date of this policy) to obtain a National Police History Check (WA/VIC).
- 2.4 The Principal may, at the Principal's sole discretion at any time, also require any existing employee to renew their National Police History Check (WA/VIC). The employer will pay the costs associated with this process.

3. Non-teaching staff (including University Students, and non-teaching Chaplains)

- 3.1 All prospective employees at ASC schools are required to furnish the Principal with a copy of a National Police History Check (WA/VIC) and/or a Working with Children Check (WA/VIC/NSW). These two items cover criminal convictions through Federal Government Agency *CrimTrac* in Canberra. The National Police History Check must have been issued no longer than 8 weeks prior to first commencing duties at the school.
- 3.2 The prospective employee will pay any costs associated with this process.

- 3.3 This policy applies to all non-teaching staff, including full-time, part-time, relief and casual staff. It includes co-curricular areas, as well as university students undertaking training and non-teaching Chaplains to the school.
- 3.4 The Principal may, at the Principal's sole discretion, require a current employee (as at the date of this policy) to obtain a National Police History Check (WA/VIC).
- 3.5 The Principal may, at the Principal's sole discretion, also require any existing employee to renew their National Police History Check (WA/VIC). The employer will pay the costs associated with this process.

4. Peripatetic Staff (e.g. Music Tutors)

- 4.1 All Peripatetic Music Tutors are required to undergo a Working with Children Check and/or possess a current Working with Children Check "Assessment Notice".

NB: In NSW / VIC a WWC Check is not required if the employee is in receipt of current NESAs / VIT teacher registration.

- 4.2 Peripatetic Tutors are also required to obtain a valid National Police History Check (WA/VIC) which is to be presented to the school prior to commencement at the school.
- 4.3 Peripatetic Music Tutors who hold a valid TRBWA / VIT teacher registration may use this in place of a National Police History Check.

5. Contractors

- 5.1 Contractors coming into the school who will not have any direct contact with students are not required to hold a National Police History Check or Working with Children checks.

6. Parent and Other Volunteers

- 6.1 Voluntary assistance provided by parents and others is an important component in building up the community of an Anglican school. These people assist in the day-to-day operations of a school in a significant way. The Principal is responsible to take all steps necessary to ensure that an appropriate duty of care is exercised by volunteers.

6.1.1 The following situations are examples where a National Police History Check and Working with Children Check would be required.

- Where a volunteer is in direct contact with school-aged children (whether early childhood, primary or secondary).
- Where a volunteer will be involved in a co-curricular activity involving an overnight responsibility.

6.1.2 Where parents work with students in a school, the following guidelines apply:

- Volunteers must receive explicit instructions regarding the task to be undertaken with students, with appropriate training as required.
- Volunteers must be placed under the supervision of a teacher, teacher assistant or other appropriate staff member.
- Volunteers must work in areas where they may be observed by a teacher, teacher assistant or other appropriate staff member of the school at all times. Wherever possible volunteers must work with two or more students.
- Volunteers must not assist individual school-aged children (whether early childhood, primary or secondary) in closed spaces such as toilets, withdrawal rooms or

storerooms, unless under the supervision of a teacher, teacher assistant or other appropriate staff member of the school at all times.

7. Other Personnel

7.1 Those paid by the School to perform roles with/for students under the age of 18 years as:

- i. a sports coach,
- ii. a provider of accommodation for the care of children,
- iii. a supervisor or attendee at overnight camps,
- iv. transport service provider,

are required to undergo a Working With Children Check, and/or possess a current Working with Children Check "Assessment Notice".

8. Procedures, Roles and Responsibilities

8.1 It is the responsibility of each school to have its own procedures which:

- 8.1.1 identify both existing and new employees, volunteers and students who engage in child-related work;
- 8.1.2 confirm that employees, volunteers and students who engage in child-related work have a valid WWC Card or have applied for one;
- 8.1.3 confirm that employees, volunteers and students who continue their child-related work renew their WWC Cards one to three months before their current WWC Cards expire;
- 8.1.4 ensure those who do not have a valid WWC Card and have not applied for one, do not engage in child related work;
- 8.1.5 confirm that a person is not employed in child related work if notice is received that the person has withdrawn their application or has been issued with an Interim Negative Notice or Negative Notice;

NB: If an **Interim Negative Notice** is issued, the preliminary assessment of a criminal record or professional has indicated that the employee will not pass the Working with Children Check.

After an Interim Negative Notice has been issued, the application cannot be withdrawn from the assessment process until a final decision is made.

A **Negative Notice** will be issued if the assessment or re-assessment of the applicant's eligibility to hold a WWC Card indicates an unacceptable risk to children.

- 8.1.6 confirm that a valid National Police History Check (WA/VIC) has been obtained.

8.2 Schools must:

- 8.2.1 Keep adequate records for employees, volunteers and students who engage in child-related work to demonstrate compliance:
 - full name;
 - date of birth;
 - Working With Children Check number (or application number) and expiry date;
 - date and outcome of online verification;
 - National Police History Check (WA/VIC).

8.2.2 These records may be electronic or in hard copy format, but must be made available if required for audit and monitoring purposes.

9. School-based Policy Development

- 9.1 Each ASC school of the has the discretion to develop a more comprehensive local policy on National Police History Check and Working with Children Check, based on this document, with this document providing the minimum acceptable standard.
- 9.2 A copy of the school-based policy, and future updates, shall be provided to the ASC.

FURTHER INFORMATION

Western Australia

Teacher Registration Board Western Australia (TRBWA):

<http://www.trb.wa.gov.au/Pages/default.aspx>

Department of Education (WA):

<http://www.det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/criminal-history-screening-policy>.

<https://workingwithchildren.wa.gov.au/>

Victoria

Victorian Institute of Teaching (VIT):

<http://www.vit.vic.edu.au/professional-responsibilities/for-teacher/nphc>

Independent Schools Victoria:

<https://www.is.vic.edu.au/managing-a-school/compliance-framework/employment-relations/working-with-children-check-employee-and-volunteer-obligations>

<http://www.workingwithchildren.vic.gov.au/home>

New South Wales

NSW Education Standards Authority (NESA):

<http://educationstandards.nsw.edu.au/wps/portal/nesa/home>

Office of the Children's Guardian:

<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>