



CP005	Screening of Staff and Volunteers Policy
Purpose	This policy outlines the requirements for staff, volunteers, and contractors in relation to Working with Children Checks and convictions.
Authority	Department of Child Protection (WA)
Policy	The school will comply with the Working with Children Check (WWCC) Act.
Delegation	Principal, Bursar
Related Policies	Child Protection (CP001)
Date approved	Sept 2010, Aug 2013, Sept 2016, Nov 2019, Sept 2022
Next Review Due	Sept 2026
Review Authority	Governance
Keywords	WWCC; Working With Children Check, Police Certificate
Authorised by:	
Board Chairman	
Date:	
Author/Reviewer:	C Brearley – Sept 2022



VERSION MANAGEMENT

Version	Date Published	Changes Made	Author of Changes
5	Sept 2022	Add version management table. Change reference to contractors to be consistent with WWCC requirements, remove requirement of police certificate for irregular contractors.	C Brearley



CP005

Screening of Staff and Volunteers Procedure

A **National Police Certificate** (NPC) is a document that lists an individual’s disclosable court outcomes and pending charges sourced from databases from all Australian police jurisdictions.

Certain convictions, such as spent or juvenile convictions, may not be disclosed in an NPC in accordance with the legislation and policies of the various police jurisdictions.

For more information go to:

<http://www.police.wa.gov.au/OurServices/InformationAccess/NationalPoliceCertificates/FAQs/tabid/1346/Default.aspx>

A **Working with Children Check** (WWCC) is a compulsory national criminal record check for certain people who carry out *child-related* work in Western Australia and the territories of Christmas and Cocos (Keeling) Islands. The WWCC considers criminal records to see if people have any charges or convictions that indicate they may harm a child.

For more information go to:

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

Government regulations make it compulsory for employees in child-related work to have a Working with Children Check (WWCC). Hence all JCSA employees are to have a valid (current) WWCC.

The following grid shows requirements and exemptions in relation to WWCC and Police Certificate.

	WWCC	Police Certificate
JCSA Employees <i>(includes Teaching Staff, Admin, Bus Drivers, etc...)</i>	✓	
Relief Staff	✓	
Volunteers (no children at school)	✓	
Volunteer Parents	Exempt	Exempt
Volunteer Parents on overnight camps	✓	Exempt
School Committee Members		✓
Contractors engaging in child-related work.	✓	
Contractors engaging in non-child-related work, within or outside of school hours.	Exempt	Exempt

“Work” is child-related work if the usual duties of the work involve or are likely to involve contact with a child in connection with at least one of the categories of child-related work. Refer to the WWCC website for definitions of “contact”, categories of child-related work and exemptions.

A WWCC card is valid for 3 years. Three months prior to the WWCC card’s expiry, the Department for Child Protection sends out a renewal notice to the cardholder. It is the cardholder’s responsibility to renew their cards. The Bursar is to send one reminder to the staff members who are due to renew their WWCC cards.

Employees who allow their WWCC to expire will be suspended without pay until they have shown proof of their newly submitted application.