



*John Purchase Public School
Parents & Citizens Association
“Participate and Communicate”*

John Purchase Public School P&C Working With Children Check

Policy and Procedure

Purpose

The John Purchase Public School Parents and Citizens Association is committed to providing a safe environment and to promoting and protecting the health, safety, and wellbeing of our children.

Audience

The intended audience for this procedure are the: JPPS P&C WWC Officers.

Responsibilities

All P&C Association employees and volunteers who have face-to-face contact with children require a WWCC clearance

Please refer to the following guide and guidance from the P&C Federation:

<https://www.pandc.org.au/forms/guidance/WWCC%20-%20Guidance%20Statement.pdf>

<https://www.pandc.org.au/pc-members-guidance/>

Please refer to the following guide and guidance from the Office of the Childrens Guardian:

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/resources>

Verify Existing Employees and Volunteers

1. Once appointed please request access to the JPPS P&C Working With Children Check Register and JPPS P&C Working with Children Check Checklist (request access from the president);

When to Verify Existing Employees and Volunteers

1. Verify the WWCC status of employees and volunteers during the:

- a. Hiring process of a new employee;
- b. Organization of an event where there is face to face contact with children.

Please note that the Working with Children Check is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to clearance being revoked. If any new relevant record appears that leads to the worker becoming barred, the Office of the Children's Guardian will notify every employer who has verified the workers WWC number.

How to Verify Existing Employees and Volunteers

Please complete the Working With Children Check register by applying the following process:

1. Identify the Types of positions that require a WWCC.
 - a. All P&C Association employees and volunteers who have face-to-face contact with children require a WWCC clearance
 - b. Paid employees and contractors.
 - c. Examples:
 - i. Canteen Staff;
 - ii. Uniform shop staff;
 - iii. Band conductor (Not required as long as the band conductor is a school teacher)
 - iv. Band Tutors;
 - v. OOSH staff (If contracted, employed or organised by JPPS P&C)
 - d. Volunteers organised by the P&C Association to provide formal mentoring program or intimate, personal care of children with a disability;
 - e. Volunteers organized by the P&C Association where the volunteers are not close family members of children at the school;
 - f. Private tutors or teachers whom the P&C Association endorses to the school community to provide lessons or classes on an ongoing basis to children for a fee
2. Instruct these individuals to apply for a WWCC clearance if they do not have one already;
3. Verify current paid employees and volunteers online;
4. Update the Working With Children Check Register;

Verifying Online

1. Login at <https://wwccheck.ccyp.nsw.gov.au/Employers/Search>

You will need the Employee or Volunteer to provide the following:

- Working With Children Check Number
- Date of Birth
- Family Name

New Employees

1. Carefully review any proposed advertisements within the John Purchase P&C for employment in a child-related position.
2. Confirm that the advertisement clearly states the requirements regarding the WWCC clearance procedure and requirements.
3. Verify every new employee online before employing them (refer above)

Expiration of WWCC

Ensure that when an employee or volunteer's WWCC clearance expires, that they obtain a new WWCC clearance and that the clearance is rechecked.

Unverified WWCC

If an employee or volunteer in a child related position does not obtain or refuses to obtain a WWCC clearance or is barred.

1. Advise that a WWCC is mandatory;
2. Remove any barred or unauthorised person from child-related work

Requests for Volunteers

When reviewing proposed communications requesting volunteers, in particular those that require overnight supervision, confirm that the communication clearly states the requirements regarding the WWCC clearance procedure and requirements.

Incident Reporting

A great deal of this document is extracted from the NSW Government Family and Community Services Website. However, legislation and knowledge change. So please consult the website

<https://www.facs.nsw.gov.au/families/Protecting-kids/reporting-child-at-risk>

Your Role

Your Role is to report any reliable and reasonable concern that a child might be mistreated to the Department of Family and Community Services. Child maltreatment is commonly divided into five subtypes:

- physical abuse;
- emotional maltreatment;
- neglect;
- sexual abuse; and
- exposure to family violence.

You don't have to be certain, you only need to make sure your concerns are well founded and based on information you know or have from a reliable source.

It is important to remember that while it is your role to be a supportive listener, it is not your role to counsel the child or investigate his or her claims. Child protection workers will undertake investigations and professional counsellors are available to provide counselling.

Reporting

1. If a child or young person discloses abuse that is occurring, or has occurred, you should support the child or young person by believing him or her and reassuring them that telling was the right thing to do.
2. If a child or young person in the care of that JPPS P&C discloses abuse that has been perpetrated by someone associated with the JPPS P&C, it is imperative to make a report to:
 - a. the relevant statutory child protection department ([Department of Family and Community Services](#)).
 - i. Please obtain answers to the following question:

1. "Do the JPPS P&C Officers need to be informed?"; and
2. "Do we need to take steps to monitor the individuals engagement with children?"

Phone: 13 2111

- b. The John Purchase Public School Principal

Phone: 9875 3100

Most importantly, the needs and welfare of the child or young person must take priority over any perceived threat to the reputation of the JPPS P&C or associated individuals.

3. If a child or young person discloses abuse that is occurring, or has occurred, outside the JPPS P&C, it is imperative to make a report to:
 - a. The John Purchase Public School Principal

Phone: 9875 3100

Confidentiality

Finally, keep information confidential. Only those people who must know should be informed of the disclosure.

What do I need to supply?

Helpful information needed for a Child Protection Helpline report includes:

- full name, date of birth (or approximate age), address and phone number of the child or young person you are concerned about
- full name (including any known aliases), approximate age, address and phone number of the parents or carers
- a description of the child or young person and their current whereabouts
- why you suspect the child or young person is at risk of significant harm (what you have seen, heard or been told)
- whether a language or sign interpreter may be required, whether support is required for a person with a disability or an Aboriginal agency is involved
- your name and contact details.

Sometimes you may not have all of this information. Family and Community Services (FACS) needs at least to be able to identify and locate the child or young person. Information that assists this, such as the child or young person's school or childcare centre, is also helpful.

Tell Helpline if the young person doesn't want the report being made as we must consider the young person's wishes when deciding to assess or investigate the report and how to do this.

New South Wales

Reporting authority	Further services / information	Contact details
Department of Family and Community Services (link is external)	<p>By law, Community Services must assess reports where a child or young person is or may be at risk of significant harm from abuse or neglect. Information about the process of reporting child welfare concerns in NSW can be found on the department's Reporting Suspected Abuse or Neglect(link is external) webpage.</p> <p>For information about mandatory reporting, refer to the Resources for mandatory reporters(link is external) webpage.</p>	<p>Child Protection Helpline Ph: 13 21 11 (24 hours) (TTY 1800 212 936) Non-imminent reports can also be made using eReporting</p>

Mandatory Reporting

Table 1: Key features of legislative reporting duties: "state of mind" that activates reporting duty and extent of harm.

NSW	<p>Suspects on reasonable grounds that a child is at risk of significant harm</p>	<p>A child or young person “is at risk of significant harm if current concerns exist for the safety, welfare or wellbeing of the child or young person because of the presence, to a significant extent, of ... basic physical or psychological needs are not being met or at risk of not being met ... not receiving necessary medical care ... not receiving an education in accordance with the <i>Education Act 1990</i> ... physical or sexual abuse or ill-treatment ... serious physical or psychological harm as a consequence of living in a household where there have been incidents of domestic violence ... serious psychological harm ... the child was the subject of a prenatal report under section 25 and the birth mother did not engage successfully with support services to eliminate, or minimise to the lowest level reasonably practical the risk factors that gave rise to that report”</p>
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Mandatory Reporters

New South Wales	
Who is mandated to report?	<p>A person who, in the course of his or her professional work or other paid employment delivers health care, welfare, education, children's services, residential services or law enforcement, wholly or partly, to children.</p> <p>A person who holds a management position in an organisation, the duties of which include</p>

	direct responsibility for, or direct supervision of, the provision of health care, welfare, education, children's services, residential services or law enforcement, wholly or partly, to children
What must be reported?	Reasonable grounds to suspect that a child is at risk of significant harm; and those grounds arise during the course of or from the person's work
Abuse and neglect types that must be reported	<ul style="list-style-type: none"> • Physical abuse • Sexual abuse • Emotional/ psychological abuse • Neglect • Exposure to domestic violence
Legal provisions	Sections 23 and 27 of the <i>Children and Young Persons (Care and Protection) Act 1998 (NSW)</i>

John Purchase Public School P&C Association has adopted this Working With Children Check policy at a general meeting of the members on the _____ day of _____, 2018.

Signed President: _____ NAME:

Witnessed Principal: _____ NAME: