

Working With Children Check

Quick guide for DoE maintenance and pre-qualified contractors

This guide applies to contractors employed in either child-related or non-child-related work with the Department.

Contractors include:

- contractors engaged directly by the Department of Education or other NSW government agency
- subcontractors
- employees of a contractor or subcontractor
- people employed by a contingent labour supplier.

The information in this guide is based on the [Working with Children Check \(WWCC\) Procedure](#). For full details of the working with children check process, please refer to the procedure.

This guide contains information on:

1. [Cleaners in schools](#)
2. [School maintenance contractors engaged under whole of government Facilities Management, School Infrastructure NSW services contract](#)
3. [Pre-qualified contractors engaged by Facilities Management, School Infrastructure NSW](#)

For information on all other contractors see the [WWCC Quick Guide for Contractors](#).

Applicable from 2 March 2020

Document: Quick guide for DoE maintenance and pre-qualified contractors (PD-2005-0264-05)

Parent Document: Working With Children Check Procedure (PD-2005-0264-01)

If this is a printed copy, refer to the department's Policy Library for the most recent version.

Cleaners in schools

School cleaners are classed as child-related workers in line with legislative and departmental requirements and are required to have a WWCC clearance, criminal record check, and Not to be Employed (NTBE) check.

These screening checks are not carried out by the school. They are coordinated by the cleaner's employer (e.g. Broadspectrum, Joss Group, FFA and ISS) and Building and Place Services – Public Works Advisory (PWA) and Facilities Management, School Infrastructure NSW.

The school may require a cleaner to produce identification to verify that the person working is on the employer's list of WWCC cleared employees.

When on a school work site, school cleaners are required to:

- display an identification badge and uniform
- sign in and out with their contractor
- follow site work health and safety procedures.

Cleaning inspectors are not classed as child-related workers, and therefore are not required to have a WWCC clearance. They are required to sign in when arriving at each school and to show identification if requested.

School maintenance contractors engaged under whole of government Facilities Management, School Infrastructure NSW services contract

School maintenance contractors are not classed as child-related workers, and therefore are not required to have WWCC clearances or photo ID.

They are required to:

- display an identification badge and uniform
- sign in at the office
- follow site WHS procedures
- sign out when departing.

Pre-qualified contractors engaged by Facilities Management, School Infrastructure NSW

Contractors engaged under panel or period contracts, arranged by School Infrastructure NSW (SINSW) or the Department of Education through Public Works Advisory (PWA), are not classed as child-related workers and are not required to have WWCC clearances or photo ID.

A current list of contracts and contractors is available on the SINSW [Procurement contracts webpage](#).

Pre-qualified contractors engaged in above contract works will:

- provide prior notification to the principal regarding attendance at the school
- undertake a site induction briefing with the principal or a delegated officer
- always wear a company uniform
- sign in at the office and explain the purpose of their visit
- follow site WHS procedures
- sign out when departing.