

# 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.