

# Working with Children Check Procedures

## Appendix 9: Transition arrangements for existing child related workers

24 January 2017

1. This Appendix supplements the department's [Working with Children Check Procedures](#) ('WWCC Procedures') and sets out the transitional arrangements for existing child related workers, including employees, volunteers and contractors.
2. **Definition**
  - (a) "Existing workers" refer to employees, contractors and volunteers who have been continuously employed or engaged to perform child related work since before 15 June 2013. Existing workers also include persons who were placed on an employment list for child related employment opportunities before 15 June 2013.
  - (b) "Contractors" engaged by the department include:
    - (i) contractors engaged directly by the department;
    - (ii) subcontractors;
    - (iii) employees of a contractor or a subcontractor; and
    - (iv) persons employed by a contingent labour supplier.
  - (c) "Volunteers" engaged by the department include:
    - (i) volunteers who perform work directly for the department;
    - (ii) teacher education students and other people undertaking unpaid practical training as part of an educational or vocational course; and
    - (iii) persons employed or engaged by a third party who provides goods and/or services to the Department at no cost to the department, including persons engaged by a school Parents and Citizens' Association, a religious organisation or a provider of Special Religious Education.
3. Subject to section 4 below, existing workers are not required to obtain a WWCC clearance as issued by the Office of the Children's Guardian ('OCG'),
  - (a) for as long as the worker continues to be employed or engaged in child-related work by the department; or
  - (b) until the compliance date applicable to that worker as specified in [schedule 1](#) of the [Child Protection \(Working with Children\) Regulation 2013](#) ('the Regulation') – see section 7 below;whichever of the above is sooner.

4. Transitional arrangements do not apply to an existing child related worker who:
  - (a) is a disqualified person; or
  - (b) has been subject to an interim bar; or
  - (c) has had an application for a WWCC clearance refused; or
  - (d) has had a WWCC clearance cancelled.
5. For the purpose of section 3(a), “for as long as the worker continues to be employed or engaged in child-related work by the same employer” means the following:

- a) In the case of existing paid employees – for as long as the person continues to be employed in child-related work by the department.

However, should an existing temporary or casual employee be offered permanent or ongoing employment in a child-related position or role, they will cease to be covered by these transition arrangements and must obtain a WWCC clearance as a condition of permanent or ongoing employment.

- b) In the case of persons given Approval to Teach as a school teacher – for as long as the person’s current Approval to Teach. Once the person’s current Approval to Teach expires, the granting of a new Approval to Teach will be conditional on the person obtaining a WWCC clearance.
- c) In the case of persons on an employment list or similar – for as long as the person’s current approval to be placed on the employment list.
- d) In the case of existing contractors, including those placed on a contractor engagement list or similar – for as long as the contractor is engaged, or the contractor’s placement on the engagement list or similar.
- e) In the case of existing volunteers including those already placed on a volunteer engagement list or similar – for as long as the volunteer is engaged, or the volunteer’s placement on a volunteer engagement list or similar.

6. It is the responsibility of a child related worker to apply for a WWCC clearance with the OCG, provide the department with a valid WWCC clearance for verification within the transition period applicable to that worker. The process for department employees to provide their WWCC clearance is outlined at **TAB A**.

In the case of contractors and volunteers engaged by the department to perform child related work, the relevant school principal or manager should follow instructions under [Appendix 2](#) (for school principals) or [Appendix 3](#) (for managers) to ensure that those contractors and volunteers have all complied with the relevant WWCC requirements within the transition period applicable to them.

7. The table below sets out the specific transition periods, including both the initial and the final compliance dates, for key categories of child related workers employed or engaged by the department.

| Category of child-related work  | Transition period  |
|---|--|
| <p><b>Child protection</b><br/>Child protection services provided by a government agency.</p>   | <p>Earliest date for obtaining a WWCC Clearance is<br/><b>15 June 2013</b></p> <p>Compliance by<br/><b>31 March 2014</b></p> |
| <p><b>Justice centres</b><br/>Detention centres and juvenile correctional centres.</p>  |  |
| <p><b>Transport services for children</b><br/>These include school bus services and taxi services for children with a disability and supervision of school road crossings activities. This applies, for example, to drivers engaged as contractors in the Assisted School Travel Program.</p>   |  |
| <p><b>Religious services – Ministers, etc</b><br/>Minister, priest, rabbi, mufti or other like religious leader or spiritual official of a religious organisation.</p>  |  |
| <p><b>Religious services – children services</b><br/>Any other role in the religious organisation that involves activities primarily related to children including youth groups, youth camps, teaching children and child care.</p>   | <p>Earliest date for obtaining a WWCC Clearance is<br/><b>1 April 2014</b></p> <p>Compliance by<br/><b>31 March 2015</b></p> |
| <p><b>Child development</b><br/>Mentoring and counselling services for children as part of a formal mentoring program provided by a government or non-government agency.</p>  |  |
| <p><b>Residential services</b><br/>Refuges used by children, long term home stays for children, boarding houses or other residential services for children and overnight camps for children.</p>  |  |
| <p><b>Clubs or other bodies</b><br/>Clubs, associations, movements, societies or other bodies (including bodies of a cultural, recreational or sporting nature) that involve providing programs or services primarily for children.</p>   | <p>Earliest date for obtaining a WWCC Clearance is<br/><b>1 April 2015</b></p> <p>Compliance by<br/><b>31 March 2016</b></p> |
| <p><b>Entertainment for children</b><br/>Sporting, cultural or other entertainment venues used primarily by children and entertainment services for children</p>  |  |
| <p><b>Preschool teachers</b><br/>All existing teachers working in departmental preschools are required to hold a valid WWCC clearance as a condition of gaining accreditation with the Board of Studies, Teaching and Educational Standards NSW ('BOSTES') by 18 July 2016. Therefore, irrespective of the transition period specified in the Regulation, preschool teachers employed by the department were required to hold a valid WWCC clearance on or before 18 July 2016.</p> | <p>Earliest date for obtaining a WWCC Clearance is<br/><b>15 March 2016</b></p> <p>Compliance by<br/><b>18 July 2016</b></p> |
| <p><b>Public Service senior executives</b><br/>All Public Service senior executives ('PSSE'), including transitional former SES executives, who are employed in child related roles in the department were required to hold a valid WWCC clearance on or before 31 July 2016.</p>   | <p>Earliest date for obtaining a WWCC Clearance is<br/><b>1 April 2016</b></p> <p>Compliance by<br/><b>31 July 2016</b></p>  |

| Category of child-related work   | Transition period  |
|--|--|
| <p><b>Education – secondary schools</b><br/>All existing child-related workers (ie. paid employees, contractors and volunteers) in secondary schools.</p>  | <p>Earliest date for obtaining a WWCC Clearance is<br/><b>1 April 2016</b></p>   |
| <p><b>Education – private tuition and coaching</b></p>   | <p>Compliance by<br/><b>31 March 2017</b></p>  |
| <p><b>Education – teachers in a school other than a secondary school</b><br/>All teachers working in a school other than a secondary school are required to obtain a valid WWCC clearance as a condition of gaining accreditation with the BOSTES by 31 December 2017. Therefore, irrespective of the transition period specified in the Regulation, all teachers employed by the department in a school other than a secondary school will need to hold a valid WWCC clearance on or before 31 December 2017.</p> <p>This applies to all teachers in:</p> <ul style="list-style-type: none"> <li>a) primary schools</li> <li>b) central schools, schools for specific purposes (SSP)</li> <li>c) infants schools</li> <li>d) hospital schools</li> <li>e) environmental education centres (EEC).</li> </ul> | <p>Earliest date for obtaining a WWCC Clearance is<br/><b>30 January 2017</b></p> <p>Compliance by<br/><b>17 November 2017</b></p> |
| <p><b>Education – all other services</b><br/>This applies to all non-teaching child-related workers (i.e. paid employees, contractors and volunteers) in:</p> <ul style="list-style-type: none"> <li>a) primary schools</li> <li>b) central schools, SSP</li> <li>c) infants schools</li> <li>d) hospital schools</li> <li>e) EEC</li> <li>f) Non School Based Teaching Service (NSBTS) staff</li> <li>g) Departmental corporate staff.</li> </ul>   | <p>Earliest date for obtaining a WWCC Clearance is<br/><b>1 April 2017</b></p> <p>Compliance by<br/><b>31 March 2018</b></p>       |
| <p><b>Early education and child care</b><br/>Education and care services, child care centres, nanny services and other child minding services.</p>   |  |
| <p><b>Education and care service</b><br/>Approved provider, manager or certified supervisor of an education and care service</p>   |  |

**8. Further Information**

General enquiries in relation to these guidelines should be referred to the Probity Unit, Recruitment and Employment, Human Resources, via email [wwcc@det.nsw.edu.au](mailto:wwcc@det.nsw.edu.au).

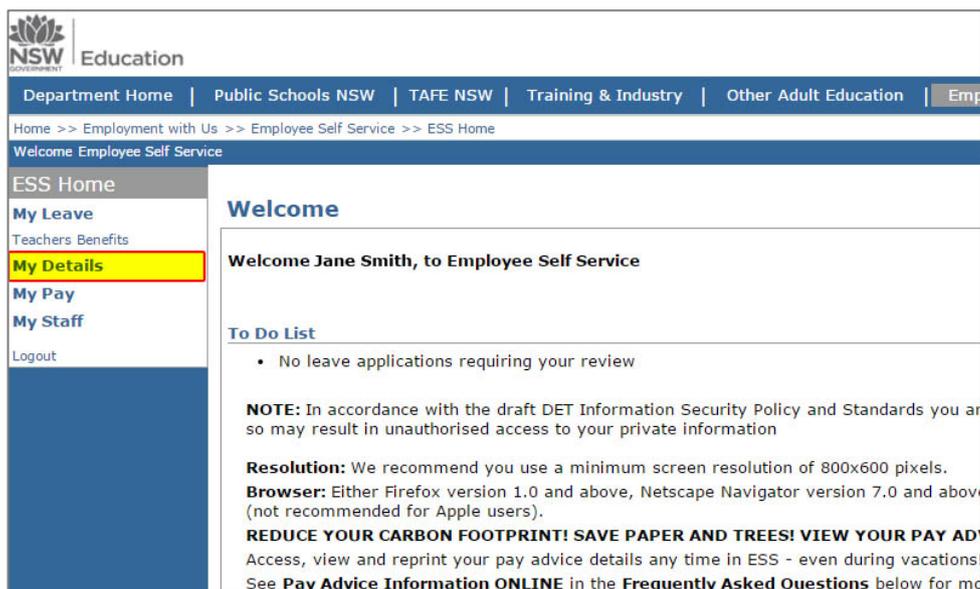
## TAB A: Process for employees to provide WWCC clearance numbers

All employees of the Department of Education employed in child related work, including casual employees, should follow the instructions below to submit their Working with Children Check (WWCC) clearance number.

For instructions on verification of WWCC clearance provided by volunteers or contractors, please refer to [Appendix 2](#) (instructions for school principals) or [Appendix 3](#) (instructions for non-school managers) of the Working with Children Check Procedures.

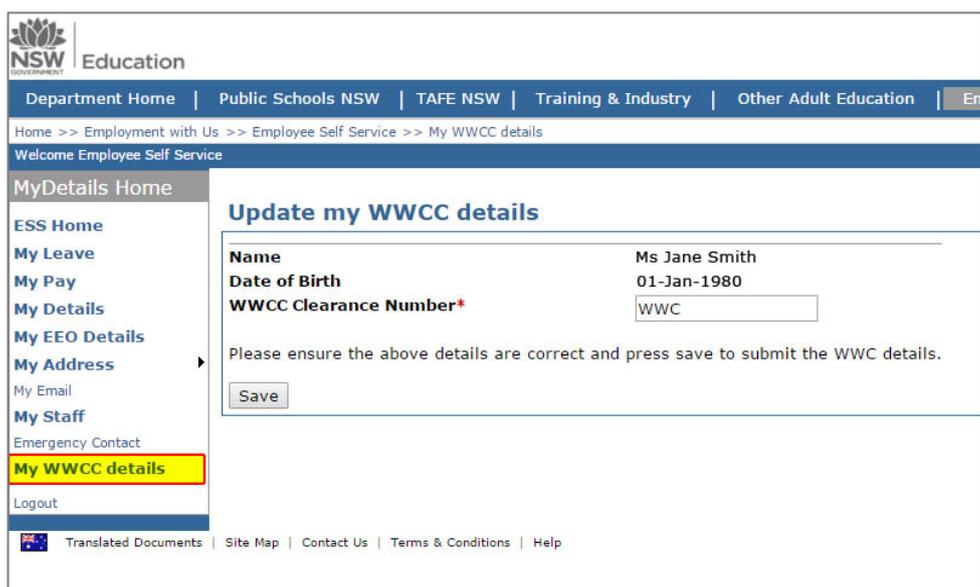
### Step 1: Log into your Employee Self Service (ESS) portal

### Step 2: Select “My details”



The screenshot shows the NSW Education Employee Self Service (ESS) portal. The header includes the NSW Government logo and 'Education'. Navigation links include Department Home, Public Schools NSW, TAFE NSW, Training & Industry, Other Adult Education, and Employment. The breadcrumb trail is Home >> Employment with Us >> Employee Self Service >> ESS Home. The main content area is titled 'Welcome' and includes a welcome message for Jane Smith, a 'To Do List' with one item: 'No leave applications requiring your review', and a 'NOTE' regarding information security. A sidebar on the left contains menu items: ESS Home, My Leave, Teachers Benefits, My Details (highlighted in yellow), My Pay, My Staff, and Logout.

### Step 3: Select “My WWCC details”



The screenshot shows the 'My WWCC details' page in the ESS portal. The breadcrumb trail is Home >> Employment with Us >> Employee Self Service >> My WWCC details. The main content area is titled 'Update my WWCC details' and contains a form with the following fields: Name (Ms Jane Smith), Date of Birth (01-Jan-1980), and WWCC Clearance Number\* (WWCC). Below the form is a message: 'Please ensure the above details are correct and press save to submit the WWCC details.' and a 'Save' button. The sidebar on the left contains menu items: ESS Home, My Leave, My Pay, My Details, My EEO Details, My Address, My Email, My Staff, Emergency Contact, My WWCC details (highlighted in yellow), and Logout.

Step 4: **Enter your WWCC clearance number** as issued by the Office of the Children’s Guardian (e.g. WWC1234567E)

The screenshot shows the NSW Education Employee Self Service portal. The page title is "Update my WWCC details". The user's details are displayed as follows:

|                               |               |
|-------------------------------|---------------|
| <b>Name</b>                   | Ms Jane Smith |
| <b>Date of Birth</b>          | 01-Jan-1980   |
| <b>WWCC Clearance Number*</b> | WWC1234567E   |

Below the form, there is a message: "Please ensure the above details are correct and press save to submit the WWCC details." and a yellow "Save" button.

The first three characters “WWC” are prepopulated. You only need to enter the following seven digits and one character.

The department only accepts paid worker clearance numbers from employees. These WWCC clearance numbers end with the letter “E”. Employees cannot provide a volunteer clearance numbers (i.e. those end with the letter “V”).

Step 5: **Click “Save”**.

Once you have saved the WWCC clearance number, the Department’s system will automatically verify the validity of your clearance with the Office of the Children’s Guardian.