



# Appendix 2 – School Principal’s Checklist

Checklist Contents Table		
<b>Permanent teaching and non-teaching staff in schools</b>	Checklist 1	Page 2
<b>Locally managed temporary and casual teaching and non-teaching employment</b>	Checklist 2	Page 3
<b>Volunteers and contractors:</b>		
Specified volunteers and contractors engaged by the school are volunteers: <ul style="list-style-type: none"> <li>• providing personal care to children with a disability, or</li> <li>• volunteers providing mentoring services, or</li> <li>• non-parent volunteers, or</li> <li>• contractors in child-related positions</li> </ul>	Checklist 3.1	Page 4
All other volunteers and contractors engaged by a school (parent volunteers).	Checklist 3.2	Page 5
<b>Persons working for a religious organisation (for example, work as a minister, priest, rabbi, mufti or other religious leader or spiritual office) and providers of Special Religious Education (SRE)</b>	Checklist 4	Page 6
<b>Persons working for School Parents and Citizens’ (P&amp;C) Associations</b>	Checklist 5	Page 6
<b>Teacher education students and other people undertaking practical training as part of an educational or vocational course in NSW Public schools</b>	Checklist 6	Page 7.

**WWCC Checklist 1 – Permanent teaching and non-teaching staff in schools**

	Step detail	More information	Done?
1.	School principal submits the advertisement for a recruitment process through the department, using the e-Recruitment system	<a href="#">Staffing procedure for the Teaching Service</a>  <a href="#">Merit selection procedure (SASS)</a>	Yes <input type="checkbox"/>
2.	School principal conducts the selection process as per the recruitment procedure, including completing a structured referee check	<a href="#">Staffing procedure for the Teaching Service</a>  <a href="#">Merit selection procedure (SASS)</a>  WWCC procedure section 14	Yes <input type="checkbox"/>
3.	Recommended applicant reports submitted to HR	<a href="#">Staffing procedure for the Teaching Service</a>  <a href="#">Merit selection procedure (SASS)</a>	Yes <input type="checkbox"/>
4.	Pre-employment screening processes (including WWCC verification) are managed by HR, who will inform principal of the outcome	Relevant contact in HR	Yes <input type="checkbox"/>

**WWCC Checklist 2 – Locally managed temporary and casual teaching and non-teaching employment**

	Step detail	More information	Done?
1.	New person identified for child-related employment		
2.	<p>Check the NTBE database through eCPC to establish person's current approval for employment status.</p> <ul style="list-style-type: none"> <li>For teachers – eCPC search must return a "Teaching Approval Current" result</li> <li>For non-teaching staff – eCPC search must return a "SASS screening clear" result</li> </ul> <p>If one of the two results listed above is shown, the person can be employed</p>	WWCC procedure section 6	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
3.	<p>If one of the two results listed in (2) is not shown, the person cannot be employed.</p> <ul style="list-style-type: none"> <li>Teachers should be instructed to apply for an "Approval to Teach" via <a href="http://www.teach.nsw.edu.au">www.teach.nsw.edu.au</a>. Once the person has completed this process, go back to step (2) above to complete WWCC requirements</li> <li>Non-teaching staff must provide their WWCC clearance as well as: <ul style="list-style-type: none"> <li>Completed Appendix 7</li> <li>Completed Appendix 8</li> <li>100 points of ID</li> </ul> </li> </ul>	WWCC procedure section 6	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
4.	For non-teaching staff, once the documentation in (3) has been collected, the screening request is submitted through eCPC		Yes <input type="checkbox"/> N/A <input type="checkbox"/>
5.	When result is returned, eCPC will display the outcome. Employment cannot begin until status in eCPC shows a clearance for employment	School Principal's Pack section 6	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
6.	The original completed documentation (see step 3) has been filed in secure storage	WWCC procedure section 10	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

**WWCC - Volunteers and contractors in child related employment, engaged by the school**

- a) **WWCC Checklist 3.1** - Specified volunteers, defined as:
- i. volunteers providing personal care services to children with disabilities involving intimate contact with those children (such as assistance with toileting, bathing or dressing). This includes parent volunteers, or
  - ii. volunteers providing mentoring services as part of a formal mentoring program provided by a government or non-government agency, this includes parent volunteers; or
  - iii. volunteers at a school who are not parents or close relatives of a child at the school at which they are volunteering

	Step detail	More information	Done?
1.	Prior to engaging the person, the “ <i>not to be employed</i> ” database has been checked via eCPC.  If the person is on the “ <i>not to be employed</i> ” database, they cannot be engaged.	WWCC procedure section 13	Yes <input type="checkbox"/>
2.	The person has provided the following:  (i) WWCC Clearance  (ii) Proof of Identity that meets the 100-point check	WWCC procedure section 4	Yes <input type="checkbox"/>
3.	Verification of WWCC Clearance has been initiated via eCPC.	WWCC procedure section 6	Yes <input type="checkbox"/>
4.	eCPC has provided advice on whether the applicant has met screening requirements:  <ul style="list-style-type: none"> <li>• If the person is cleared, eCPC will display “volunteer/contractor screening clear”</li> <li>• If the person is not cleared, the person cannot be engaged.</li> </ul>	WWCC procedure section 6	Yes <input type="checkbox"/>
5.	If the person meets the relevant requirements and is engaged, the original completed <i>Proof of Identity</i> for the person has been filed in secure storage.	WWCC procedure section 10	Yes <input type="checkbox"/>
6.	Where the contractor is engaging a sub-contractor or an employee to perform the work, the contractor has confirmed to the principal in writing (prior to the commencement of work) that the sub-contractor or employee has met relevant requirements under the Act. The contractor is responsible for ensuring that the sub-contractor or employee has met the relevant requirements under the Act.	WWCC procedure section 6	Yes <input type="checkbox"/> N/A <input type="checkbox"/>

**WWCC Checklist 3.2** - Parent volunteers and contractors engaged by the school in non-child-related work (other than those covered in checklist 3.1)

	Step detail	More information	Done?
1.	Prior to engaging the person, the “not to be employed” database has been checked via eCPC. If the person is on the “not to be employed” database, they cannot be engaged.	WWCC procedure section 13	Yes <input type="checkbox"/>
2.	The person has provided the following completed documentation:  (i) appendix 5; and (ii) Proof of Identity that meets the 100-point check (a copy must be retained)  Once the person has provided the above, the person can be engaged.	WWCC procedure section 4	Yes <input type="checkbox"/>
3.	The person’s original completed documentation has been filed in secure storage.	WWCC procedure section 10	Yes <input type="checkbox"/>

**WWCC Checklist 4** - Persons working for a religious or ethics organisation (for example, work as a special educator in ethics, minister, priest, rabbi, mufti or other religious leader or spiritual officer) and providers of Special Religious Education (SRE)

	Step detail	More information	Done?
1.	<p>Prior to the start of the work, the religious or ethics organisation has confirmed in writing to the principal that the person has met relevant requirements under the Act.</p> <p>The list of approved SRE providers can be found at <a href="https://education.nsw.gov.au/religion-and-ethics/approved-sre-providers">https://education.nsw.gov.au/religion-and-ethics/approved-sre-providers</a></p>	WWCC procedure section 6	Yes <input type="checkbox"/>
2.	If the worker is providing SRE, in addition to the information in step 1, they have also provided their name and date of birth, and the school has checked the worker on the Not to be Employed database.	WWCC procedure section 6	Yes <input type="checkbox"/> N/A <input type="checkbox"/>
3.	A copy of the confirmation has been filed.	WWCC procedure section 6	Yes <input type="checkbox"/>

**WWCC Checklist 5** - Persons working for the School Parents and Citizens' (P&C) Associations

	Step detail	More information	Done?
1.	Where the P&C has engaged a paid worker in a school, and a WWCC Clearance is required under the Act, the P&C has confirmed in writing to the principal (prior to the start of the work) that the person has a WWCC Clearance and it has been verified by the Office of the Children's Guardian.	WWCC procedure section 6	Yes <input type="checkbox"/>
2.	<p>Where the P&amp;C has engaged a volunteer who is not required to obtain a WWCC clearance, the person must complete</p> <p>(i) Appendix 5; and</p> <p>(ii) Proof of Identity that meets the 100-point check (a copy must be retained)</p> <p>A copy of these must be provided to the school.</p>	WWCC procedure section 4	Yes <input type="checkbox"/>
3.	A copy of the confirmation has been filed.	WWCC procedure section 6	Yes <input type="checkbox"/>

**WWCC Checklist 6** - Teacher education students and other people undertaking practical training as part of an educational or vocational course in NSW Public schools

	Step detail	More information	Done?
1.	Prior to the start of the practical training, the course workplace supervisor (coordinator) has confirmed in writing to the principal that the person has met relevant requirements under the Act.	WWCC procedure section 6	Yes <input type="checkbox"/>
2.	A copy of the confirmation has been filed.	WWCC procedure section 6	Yes <input type="checkbox"/>