
The Child Protection (Working with Children) Act 2012 (NSW) (the Act) and the Child Protection (Working with Children) Regulation 2013 (NSW) (the Regulation) aim to protect children and young people from harm by ensuring that people who work with, or care for, them have their suitability to do so checked by a by way of a Working with Children Check (WWCC).

People who are assessed as posing an unjustifiable risk to the safety of children and young people will fail the WWCC and the Act prohibits these people from working or volunteering with children and young people. The Act imposes penalties for schools and individuals that do not comply with the Act.

This Policy and its Procedures set out the responsibilities and obligations of the College, our Staff, Volunteers, Contractors and others under the Act and the Regulation. This document must be read in conjunction with the Safeguarding Policy.

3. SCOPE

This Policy and its Procedures apply to all Staff, Direct Contact and Regular Volunteers, Direct Contact and Regular Contractors and to other persons set out in the various subsections of the Policy and its Procedures.

This Policy and its Procedures apply in all College environments, including physical and online environments, on-site and off-site College grounds (e.g. extra-curricular activities such as sport and other programs, camps and excursions, interstate and overseas travel), and environments provided by External Education Providers

- a self-employed person
- a contractor or subcontractor (i.e. a Contractor)
- a Volunteer
- a person undertaking practical training as part of an educational or vocational course (other than as a College student undertaking work experience)
- a minister, priest, rabbi, mufti or other like religious leader, or spiritual officer of a religion, or another member of a religious organisation.

Child-Related Work

Under the Act, and subject to the **Key Exemptions** below, any worker who engages in child-related work must hold a valid WWCC clearance.

-

It includes work for, or in connection with, any of the following, if the work involves direct contact (physical or face-to-face) with a child or children that is a usual part of (and more than incidental to) the work:

- mentoring and counselling services for children
- child health services
- disability services for children with disability
- clubs, associations, movements, societies or other bodies (including bodies of a cultural, recreational or sporting nature) providing programs or services for children
- education and care services, child care centres, nanny services and other child care
- schools or other educational institutions
- sporting, cultural or other entertainment venues used primarily by children and entertainment services for children
- justice services such as detention centres
- any religious organisation where children form part of the congregation
- private coaching or tuition to children
- boarding houses or other residential services for children and overnight camps for children
- transport services especially for children, including College bus services and taxi services for children with disability and supervision of College road crossings.

Child-related work also includes:

- a cleaner providing cleaning services at the College, even though they might not have direct contact with children
- a worker providing ongoing counselling, mentoring or distance education using any form of communication that does not primarily involve direct contact (physical or face-to-face contact).
- It is an offence for a worker in these categories to work with children without a valid WWCC clearance. It is also an offence for the College to engage, in child-related work, a worker in these categories who does not hold a valid WWCC clearance.

Contractor

Contractors are not employees of the College.

The College categorises Volunteers and Contractors as either:

- Direct Contact Volunteers/Contractors: Volunteers and Contractors who have direct physical or face-to-face contact with, or who directly communicate with, students (such as Volunteers and Contractors who are tutors, provide learning support, work in the Canteen, attend or provide excursions/incursions, assist in music/drama productions and coach sports teams). External Education Providers are considered Direct Contact Contractors.
- Regular Volunteers/Contractors: Volunteers and Contractors who assist the College in ways that do not involve direct contact with students (although there could be indirect or incidental contact), and who do this more than seven times per year (such as voluntary contracted consultants, regular maintenance workers or cleaners, and caterers for staff events)
- Casual Volunteers/Contractors: Volunteers and Contractors who assist the College in ways that do not

-
-
-
-
-
-

This Policy and its Procedures are made available to all Staff, via the College Intranet/internal website. They are included in induction training and in ongoing refresher training for Staff and relevant Volunteers and Contractors.

These policy and procedures are made available to parents/carers, students and the wider College community in summary in our Safeguarding as well as in our public website.

They are also available in hard copy by request.

