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# SAFEGUARDING & CHILD PROTECTION POLICY FOR CATHOLIC SCHOOLS BROKEN BAY: WORKING WITH CHILDREN CHECK

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January 2021



## PURPOSE

Catholic Schools Broken Bay (CSBB) are committed to providing a safe and supportive environment for both students and staff. School communities have the right to expect that staff, volunteers or contractors who are employed or engaged in CSBB are appropriately screened and suitable to be in child related work. The purpose of this policy is to establish a framework for CSBB to comply with the requirements of the NSW *Child Protection (Working with Children) Act 2012* (the Act) by following a process that prevents people who pose a risk to the safety, welfare and wellbeing of children from being employed or engaged in child related work.

## POLICY FRAMEWORK

CSBB affirms principles central to the Church's t  
Care and Wellbeing Framework. Accordingly this Policy:

- x is inspired by the life and person of Jesus Christ and the teachings of the Church
- x is concerned to ensure the dignity and integral growth of every person
- x acknowledges the responsibility entrusted to all members of ea c h C a t h o l i c s c h o o l community
- x seeks to promote healing, reconciliation, justice and liberation.

CSBB is responsible and accountable for promoting a culture in which employees are committed to ensuring the wellbeing, safety and protection of children.

The purpose of the Act and associated Regulations is to provide a framework for the Working With Children Check (WWCC) which is administered by the Office of the Children's ~~C~~ ~~G~~ ~~u~~ ~~a~~ ~~r~~ ~~d~~ ~~i~~ ~~e~~ ~~a~~ ~~n~~ ~~h~~. This policy outlines the processes for conducting and implementing the WWCC for child related work to assist in determining a p e r s o n ' s suitability for employment or engagement at CSBB.

## DEFINITIONS

Acronym	Title
Act	NSW <i>Child Protection (Working with Children) Act 2012</i>
CSBB	Catholic Schools Broken Bay
Children's	NSW Office of the Children's
NESA	NSW Education Standards Authority
OfS	Office for Safeguarding (CSBB)
WWCC	Working with Children Check

## POLICY CONTENT

### Child -related work

People who are seeking to be employed or engaged in child related work at CSBB are subject to relevant requirements under the Act and its associated Regulations. The WWCC process involves a national police check and a review of findings of misconduct involving children.

A person is in child related work if he or she works face to face with children in a child related sector or works in a stipulated child related role. Child related work involves direct contact by the worker with a child or children and that contact is a usual part of and more



## Bars

It is an offence to employ a person in child related work (paid or unpaid) if the outcome of their online verification is:

- x Barred
- x Interim barred
- x Not found.

If CSBB is advised that a current employee or volunteer has become barred it must immediately remove them from child related work. The options are:

- x dismiss the worker
- x suspend them from child-related work pending the outcome of an appeal
- x if appropriate transfer them to a non-child related role.

When CSBB receives notification of a bar or interim bar from the Child r e n ' s G u a r d i a n , CSBB will:

- x advise the person of the bar or interim bar
- x remove the person immediately from child related work
- x inform relevant staff that the person is not to be employed or engaged
- x c o m p l y w i t h a n y r e q u e s t f o r i n f o r m a t i o n b y t h

## Other screening

A WWCC is only one of the tools available to keep children safe. Employment or engagement in CSBB may also be subject to other checks as prescribed in relevant legislation or policy. CSBB acknowledges its responsibility to establish and maintain rigorous recruitment, selection and screening processes including thorough referee checking in accordance with the Recruitment and Selection of Teaching and Support Staff Guidelines and appropriate induction processes as specified by CSBB.

## NESA requirements for teaching staff

In accordance with the NSW Education Standards Authority – Interim Revocation, Suspension and Voluntary Cancellation of Accreditation Policy (2019), teaching staff must also provide their WWCC number to NESA prior to its expiry and ensure they have a full clearance (not just an Application in Progress) on their WWCC status which supports their ongoing accreditation. Implications for not complying with this requirement may result in a teacher temporarily being stepped down from their position with CSBB until the situation is satisfactorily resolved.

## RESPONSIBILITIES

CSBB staff members have responsibility in relation to the WWC0 595.32 842.04 reW\*nBT/F2 11.04 Tf1 0



