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Working with Children Policy

Legislation and References:

- Education and Care Services National Regulations 2011
- Education and Care Services National Law 2010
- National Quality Framework 2011
- <http://www.kidsguardian.nsw.gov.au/working-with-children>

Introduction

The NSW Office of the Children's Guardian is responsible for conducting Working With Children Checks to determine whether a person is suitable to work in child related employment.

A Working With Children Check is mandatory for anyone who works with kids and involves a national criminal history check and a review of findings of workplace misconduct.

A person who successfully passes a Working With Children Check receives clearance to work with children for five years, or a bar from working with children. People who pass are also subject to ongoing monitoring and new recorded may lead to the clearance being revoked.

The check is portable which means people who are cleared can work in any paid or unpaid child related work in NSW as long as they remain cleared.

Goals

Mullumbimby Community Preschool aims to provide a service where children are safe and protected from harm, are respected and their best interests are considered and upheld at the centre at all times.

Strategies/Practices

The Management Committee and Nominated Supervisor will:

- Be registered online with the new Working With Children Check (www.kidsguardian.nsw.gov.au/check)
- Verify before engaging a new, paid, child-related worker, ensure the worker has a clearance to work with children, or a completed Check application in progress.
- Verify existing current paid workers and all volunteers (new and current) online as they are phased in to the new Check (see phase in schedule Appendix A)
- Ensure their own Working With Children Check is verified online by an appropriate person in the organisation (Nominated Supervisor or Educational Leader)
- Keep records for each worker, including:
 - Full name
 - Date of birth
 - WWC number
 - Verification date
 - Verification outcome
 - Expiry date
 - Whether the worker is in paid or volunteer work
- Remove any barred or unauthorised person from child-related work

New Educators and volunteers will:

- Apply for their own working with children's check before commencing employment
<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/apply/apply>
- Only paid workers are required to pay the \$80 fee for a five year clearance

Evaluation

Mullumbimby Community Preschool Committee will continually monitor staff and educators working with children's checks to ensure safety for the children in their care.