



Lake Joondalup Baptist College

Clearances Policy (now incorporates 101 – Relief Staff Tutor Clearance Requirements)

Policy #: 4

Policy reviewed date: March 2022

Next review date: March 2024

Clearances Policy

Policy Statement

The College is committed to ensuring, as far as is possible, that people who work with children have been the subject of careful checking processes and are deemed suitable for employment.

Employees

All prospective employees of Lake Joondalup Baptist College must have a current (i.e. not less than six months old) Nationally Coordinated Criminal History Check (NCCHC) through the Department of Education WA Screening Unit to determine their suitability for employment. Any prospective employee (of Lake Joondalup Baptist College) who does not have a current criminal screening, must undertake a National Police History Check. More information can be found at:

<https://www.education.wa.edu.au/en/ncchc>

All Employees at Lake Joondalup Baptist College must confirm that they have applied for or hold a valid Working with Children Check in compliance with the *Working with Children - WWC - (Criminal Record Checking) Act 2004* (the Act). More information about the WWC can be found at:

<https://workingwithchildren.wa.gov.au/docs/default-source/default-document-library/factsheet-15-wwc-checks-in-the-education-sector-2015.pdf>

Employees in this policy are defined as including the following:

- Permanent staff - both full time and part time
- Staff on fixed term contracts exceeding one term or 10 weeks

Education Assistants and Operational staff are required to obtain an updated Nationally Coordinated Criminal History Check (NCCHC) through the Department of Education WA Screening Unit every four years or as directed by the College.

All employees who have previously worked for the College and are seeking reemployment after a break-in-service of 12 months or more must have Nationally Coordinated Criminal History Check (NCCHC) through the Department of Education WA Screening Unit that is no more than six months old at the time of commencement.

All employees who are over the age of 18 must be fully COVID-19 Vaccinated and provide evidence of this vaccination to the Human Resources Officer

Relief Staff/Tutor/Volunteer Clearance Requirements

All relief teachers, relief Education Assistants, office and support staff, tutors, language tutors and Learning Enhancement Centre Tutors who are over the age of 18 must be in possession of a current, valid Working with Children Card or be in possession of a receipt showing that they have applied for a Working with Children Card before having contact with students at the College.

All relief teachers are required to undertake a Federal Police Clearance to obtain registration with the Teacher Registration Board of Western Australia, and as such the College does not require that they obtain a further police clearance. Their TRBWA confirmed status will be considered sufficient at a minimum, to evidence police clearance.

Other relief staff and tutors are required to hold a Nationally Coordinated Criminal History Check (NCCHC) through the Department of Education WA Screening Unit that is less than six months old. For any break in employment of 12 months or more an updated Nationally Coordinated Criminal History Check (NCCHC) through the Department of Education WA Screening Unit is required.

All relief teachers, relief Education Assistants, office and support staff, music tutors, language tutors and Learning Enhancement Centre Tutors who are over the age of 18 must be fully COVID-19 Vaccinated and provide evidence of this vaccination to the Human Resources Officer.

Parent volunteers are exempt from obtaining a Working with Children Card unless they are attending an overnight camp.

Practicum Teachers are expected to have WWCs as provided by their Tertiary Institutions.

VET Students who are working with children must also have their clearance through West Coast Institute or other, or sign a Confidential Declaration.

Procedure

Relief Teachers and Relief Ed Assistants must produce a WWC and a copy of their TRBWA registration to the Dean of Administration and Dean of Primary (or their reception staff). Relief Teachers must be TRBWA current (which can confirm police clearance), and this is to be forwarded to the Human Resource Officer.

For employees, relief teachers, relief Education Assistants, office and support staff, music tutors, language tutors and Learning Enhancement Centre Tutors the Human Resource Officer will:

- obtain a copy of the Nationally Coordinated Criminal History Check (NCCHC) and/or TRBWA registration
- obtain a copy of the Working with Children Card (WWCC) or receipt and check validity on the Working with Children website
- add the details on the Working with Children Card Register
- ensure that all WWCC are checked for currency and validity
- check and record the COVID-19 Vaccination status
- notify the Principal if any employee/relief staff/tutor has had a relevant change in their criminal record
- send reminder notices to employees/relief staff/tutors two to three months prior to the expiry of their WWCC

For all other visitors (such as coaches/umpires/practicum students etc) it is the responsibility of the managing staff member to maintain the records.

References

[WWC Check Resources for Employees, Volunteers, Students and Self-Employed \(workingwithchildren.wa.gov.au\)](http://workingwithchildren.wa.gov.au)

Department of Education Policies

<http://det.wa.edu.au/policies/detcms/navigation/school-management/>

<https://workingwithchildren.wa.gov.au/docs/default-source/default-document-library/factsheet-15-wwc-checks-in-the-education-sector-2015.pdf>