



Lake Joondalup Baptist College

Clearances Policy

Policy #: 04

Policy reviewed date: June 2023

Lake Joondalup Baptist College is committed to the National Child Safe Organisation Principles, and to providing a child-safe environment which safeguards all students and promotes practices which provide for the safety, wellbeing and welfare of our children and young people. Lake Joondalup Baptist College expects all College community members including Board members, staff, volunteers, students, visitors and contractors to share this commitment.

Purpose

In line with Lake Joondalup Baptist College's commitment to provide a safe environment for students, all people on Campus are expected to meet the requirements detailed in this policy.

Policy statement

Roles at the College

Employees

Employees in this policy are defined as including the following:

- Permanent staff - both full time and part time
- Staff on fixed term contracts

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 (Screening) Act 2004 (the Act)

Prospective employees of Lake Joondalup Baptist College, including those who have previously worked for the College and are seeking reemployment after a break-in-service of 12 months or more, must have a current (ie 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>

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.

Relief Staff/Tutor/Therapy Specialists

All relief teachers, relief Education Assistants, relief office and support staff, tutors and therapy specialists 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, tutors and therapy specialists 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.

Volunteers/Visitors

Visitors who are involved in child-related work (including volunteers from Lake Joondalup Baptist Church) must produce a Working with Children Check card.

Visitors who are not involved in child-related work (such as contractors) must complete and sign a **Confidential Declaration Form** (see Appendix 1) and/or produce a WWC. All completed Confidential Declaration Forms will be maintained on file. These will be archived for seven years at the College or storage facility for the College.

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

Practicum Teachers and church workers are expected to have WWCs as provided by their Institutions/themselves.

Records are to be provided to the College by Lake Joondalup Baptist Church upon request.

Procedure

For **employees** Human Resources 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.
- notify the Principal if any employee has had a relevant change in their criminal record.
- send reminder notices to employees two to three months prior to the expiry of their WWCC.

Relief Teachers and **Relief Education Assistants** must produce a WWC and a copy of their TRBWA registration/NCCHC to the Dean of Administration or Dean of Primary (or their reception staff) prior to commencing work. The Dean of Administration or Dean of Primary (or their reception staff) must do an initial check of the validity of the TRBWA registration on the TRBWA website and WWC card to the Working with Children website. Relief Teachers must be TRBWA current (which can confirm police clearance), and a copy of this is to be forwarded to Human Resources.

Music tutors, language tutors and **Learning Enhancement Centre Tutors** must produce a WWC and a copy of their TRBWA registration/NCCHC to the relevant staff member prior to commencing work. The staff member is responsible for conducting a validity check of the card on the Working with Children website.

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

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

For **all other visitors** (such as coaches/umpires/practicum students/therapy specialists/volunteers etc) it is the responsibility of the managing staff member to maintain the records and to check the WWC card to the WWC website.

Definitions

Therapy specialists refers to regular visitors to the campus who provide allied health support to students.

Legislation/References

Working with Children (Screening) Act 2004

Department of Education Policies

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

Related Policies

#24 Staff Appointments

#41 Child Protection Policy

#56 Duty of Care to Students

#64 Interstate and Overseas Tours Policy and Procedure

#66 Contract for Educators PK-12

#121 Visitors on College Premises

#124 Camps Policy

#140 Positive Community Relationships Policy

#142 Contractor's Policy

Appendix 1

Confidential Declaration

For persons who are not employees of the College (eg external providers, volunteers, employers) and who cannot produce a Working With Children (WWC) Card:

Please place a tick in one of the boxes below.

1. I declare that I **do not have** any convictions, circumstances or reasons including any interim negative notices, that might preclude my working with or near children.

OR

2. I declare that I **do have** convictions, circumstances or reasons that might preclude my working with or near children. The nature of these convictions, circumstances or reasons is outlined below.

I certify the accuracy of the above information. I am aware that I may be required to provide a police clearance if it is considered necessary to verify the information provided.

Name: _____ Date: _____
(Please print)

Signature: _____

Company (if applicable): _____

Address: _____

Telephone: _____

Purpose of visit: _____

This form will be kept for a period of 7 years for archival purposes

Appendix 2 – Document checking Procedures.

Relief Staff

1. Collect
 - a. TRBWA/NCCHC documents
 - b. WWC documents
2. Check
 - a. TRBWA on TRBWA website – Public Register/enter TR number or name. Note the date this check was done on the hard copy of the document.
 - b. WWC on WWC website – Employer and Organisations/Online Services/Check WWC card validity/enter WWC number and surname.
 - c. Note the date this check was done on the hard copy of the document.
3. Give
 - a. A hard copy of all documents to Human Resources, including the date the information was checked.
4. Organise
 - a. for relief staff member to complete New Staff Code of Conduct training as soon as is practicable and annual Code of Conduct training wherever possible.
5. Induct
 - a. All relief staff as soon as is practicable using Policy 121 Appendix 2.

Tutors – language, music and LEC

1. Collect
 - a. TRBWA/NCCHC documents
 - b. WWC documents
2. Check
 - a. WWC on WWC website – Employer and Organisations/Online Services/Check WWC card validity/enter WWC number and surname.
 - b. Note the date this check was done on the hard copy of the document.
3. Give
 - a. A hard copy of all documents to Human Resources, including the date the information was checked.
4. Organise
 - a. for tutor to complete New Staff Code of Conduct training and induction as per Policy 121 Appendix 2 as soon as is practicable.

Therapy Specialists

1. Collect
 - a. TRBWA/NCCHC documents
 - b. WWC documents
2. Check
 - a. WWC on WWC website – Employer and Organisations/Online Services/Check WWC card validity/enter WWC number and surname.
 - b. Note the date this check was done on the hard copy of the document.
3. Record
 - a. Information on the spreadsheet located in J/WWC/Year/Learning Area

4. Store
 - a. Documents in a locked drawer/cabinet
 - b. check expiry dates regularly
 - c. shred after 7 years
5. Organise
 - a. for therapy specialist to complete New Staff Code of Conduct training as soon as is practicable
6. Induct
 - a. All therapy specialists as soon as is practicable using Policy 121 Appendix 2

Other visitors

1. Collect
 - a. WWC documents
2. Check
 - a. WWC on WWC website – Employer and Organisations/Online Services/Check WWC card validity/enter WWC number and surname.
 - b. Note the date this check was done on the hard copy of the document.
3. Record
 - a. Information on the spreadsheet located in J/WWC/Year/Learning Area
4. Store
 - a. Documents in a locked drawer/cabinet
 - b. check expiry dates regularly
 - c. shred after 7 years
5. Induct
 - a. All other visitors as soon as is practicable using Policy 121 Appendix 2