



CP005	Screening Staff and Volunteers Policy
Purpose	To outline the requirements for staff, volunteers and contractors in relation to Working with Children Checks and convictions.
Authority	Department for Child Protection (WA)
National Principles for Child Safe Organisations	Principles 1. Child safety and wellbeing is embedded in organisational leadership, governance and culture. 5. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.
Policy	The Free Reformed School Association (FRSA) is to comply with the Working with Children Check (WWCC) Act.
Delegation	Administrative Secretary, Administration Manager, Principals and Line Managers
Related Policies	CP001 STAR Policy, HR002 Staff Recruitment Policy, HR016 Relief Staff Policy
Date approved	Sep 2010, Aug 2013; Sep 2016; Sep 2019; Feb 2020
Next Review Due	Sep 2023
Review Authority	Management
Keywords	WWCC, Police Clearance

Authorised by:	
ESG Chairman	D Swarts
Date:	February 2020



A National Police Certificate (NPC) is a document that lists an individual’s disclosable court outcomes and pending charges sourced from the databases of all Australian police jurisdictions.

Certain convictions, such as spent or juvenile convictions, may not be disclosed on a NPC in accordance with the legislation and policies of the various police jurisdictions.

For more information, go to: www.nationalcrimecheck.com.au

A Working with Children Check (WWCC) is a compulsory national criminal record check for certain people who carry out child-related work in Western Australia and the territories of Christmas and Cocos (Keeling) Islands. The WWCC considers criminal records to see if people have charges or convictions that indicate they may harm a child.

For more information, go to: workingwithchildren.wa.gov.au

Government regulations make it compulsory for employees in child-related work to have a Working with Children Check. Hence all FRSA employees are to have a valid (current) WWCC.

The following grid shows requirements and exemptions in relation to WWCC and Police Clearance.

	WWCC	Police Clearance
FRSA employees <i>(Includes Teaching staff, Admin, Bus Drivers etc...)</i>	✓	
Relief staff	✓	
Volunteers	✓	
Volunteer Parents	exempt	exempt
Volunteer Parents on overnight camps	✓	exempt
Council members		✓
Board members		✓
Contractors working within school hours where potential contact with students is most likely.	✓	
Irregular Contractors working within school hours		✓ Must show a copy before commencing work on site
Contractors working outside of school hours	exempt	exempt

A WWCC card is valid for 3 years. Three months prior to the WWCC card’s expiry, the Department for Child Protection sends out a renewal notice to the cardholder. It is the card holders’ responsibility to renew their cards. The FRSA Administrative Secretary or the FRSA Administration system is to send reminders to staff members who are due to renew their WWCC cards. Line managers are to ensure that each staff member in their area has a valid WWCC.

Employees who allow their WWCC to expire will be suspended without pay until they have shown proof of their newly submitted application.

The National Police Clearance must not be more than 5 years old. Individuals who hold a valid WWCC can substitute this for a National Police Clearance (but not the other way around).