

## Policy 4.6 | Relevant Check & Clearances

<b>Policy Date:</b>	August 2017
<b>Review Date:</b>	Last reviewed date: 27/02/2019 Date for next Review: 27/02/2020
<b>Applies to:</b>	Service Providers, Educators, Families
<b>Related Policies and Forms:</b>	
<b>Material Sources:</b>	In Home National Guidelines Work, Health and Safety Act 2011 Education and Care Services National Regulations 2011 Division 6, 99, 100, 101, 102 NQS A2 2.3,2.3.4 <a href="https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check">https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check</a>

### Policy Statement

NSW In-Home Childcare Services (NSWIHCS) promotes the safety and welfare of all young children and families who utilise the In home care service. By ensuring all relevant Government Checks and clearances during the screening process before engagement of an educator will safeguard children with being exposed to persons who are a potential safety risk.

### Purpose

The purpose of this policy is to ensure Educators, Service Staff are screened with appropriate and valid clearances before any engagement with families, preventing people who pose a risk to the safety and welfare of young children with the In-Home Childcare Program.

## Strategies and Practices

### Planning Process

NSW In-Home Childcare Services believes that every child has the right to feel protected and safe within their world.

Therefore NSW In-Home Childcare Services will ensure that before any placement of an educator or other relevant personnel is engaged all proper screens and clearances are mandatory.

Following Checks to be undertaken:

- Working With Children Check
- National Police Check
- Any other relevant check required by the state governing bodies

The checks/clearances will be undertaken before an educator or relevant personnel is engaged to commence working with any child and family.

NSW In-Home Childcare Services will not engage a barred person in child-related work and will remove any such persons from child-related work. Or suspend/terminate the contract or appointment of a person who becomes a barred person in accordance with the child Protection (Working With Children Act 2012).

All educators, service provider staff and other relevant persons must apply for the following clearances before they commence in a child related role.

- Working With Children Check
- National Police Check
- Any other relevant check required by the state governing bodies

NSW In-Home Childcare Services will endeavour to take all precautions and implement safety measures to ensure all Educators (Sole Traders), Provider staff and other relevant personnel working directly with children are safe individuals who are able to work within a child related role.

The Working with children check is valid for 5 years, however this varies from state to state and educators who have a clearance from another state may be requested to undertake a check within the current state they are applying to work within.

Refer to Information below for clarification on clearance required and valid period of Working with Children Checks.

Table 1

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JURISDICTION	PERIOD OF CURRENCY	NAME OF CHECK	RESPONSIBLE AUTHORITY
NSW	5 years	Working with Children Check	Office of the Children's Guardian
QLD	3 years	Blue Card/Positive Notice	Commission for Children and Young People & Child Guardian
VIC	5 years	Working with Children Check	Department of Justice
WA	Renewed Annually	National Police Certificate	Western Australia Police
SA	3 years	Criminal History Check	Department for Education and Child Development DECD
NT	2 years	Ochre Card/WWCClearance	Northern Territory Government
TAS	N/A	Working with Children Registration Card	Department of Justice

### Procedures

In NSW to apply for a Working with Children Check please refer to the following steps:

1. To apply for a WWCC visit the following website:

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/apply>

2. Once you have made an application, you will receive an application number.

3. Present your application number to a NSW Motor Registry or Government Access Centre, along with proof of identity (which consists of the same proof required when applying for a NSW Driver Licence, however a Driver Licence is an adequate form of identity). For information about the NSW Motor Registry or Government Access Centre in your area, Telephone 122213.

4. Once your application has been processed, the Office of the Children's Guardian will notify you of your outcome by email or post.

Note: You will not be engaged for any child related role if you do not receive a WWCC clearance number.

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5. NSW In-Home Childcare Services will check each WWCC online to ensure all potential educators are clear and safe to be engaged in a child related role.

6. Educators who do not meet the WWCC with a positive outcome will not be engaged and deemed unsafe to work within a child related role.

### National Police Check

There are various websites to apply for a working with children check. Which avenue you apply for depends preferred costs.

Some suggested websites:

1. <https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>
2. <https://www.nationalcrimecheck.com.au/>
3. <https://www.veritascheck.com.au/>

1. To apply for a National Police Check, please refer to anyone of the above listed websites. Educators do not need to get Fingerprint Checks as part of their application.

2. The current waiting period for processing may be between 15 -30 working days.

3. Once the application is completed online you will need to present your clearance to NSW In-Home Childcare Services.

4. Please Note: There are costs applying for Working with Children Check/National Police, however educators can claim this as part of a taxable income expense as a Sole Trader and you should keep your receipts.

5. NSW In-Home Childcare Services will verify checks online or if unable to undertake an online check will require a JP to signature on their National Police Check Certificate.

NSW In-Home Childcare Services will not engage any educators who have disclosures recorded on the National Police Checks.