



## Child Safety and Working With Children Check (WWCC) Policy

The Child Safety and WWCC policy applies to all financial members, volunteers and employees ('members') of Balgownie Public School P&C Association ('P&C Association') while undertaking any role or activity related to the Balgownie Public School P&C Association.

Balgownie P&C Association is committed to providing a safe environment for all children and young people participating in P&C activities.

The safety, welfare and wellbeing of children is the paramount consideration in all P&C decisions and actions.

The P&C will:

- Prioritise child safety in all activities and events
- Maintain clear boundaries between adults and children
- Ensure appropriate supervision at all times
- Act immediately on concerns
- Comply with all legislative WWCC requirements
- Maintain confidentiality in handling concerns

### 1. Purpose

The purpose of this policy is to ensure that Balgownie P&C Association complies with the Child Protection (Working with Children) Act 2012 (NSW) and the Child Protection (Working with Children) Regulation 2013 (NSW) by:

- Identifying which workers and volunteers require a Working with Children Check (WWCC)
- Ensuring proper verification of WWCC clearances
- Maintaining secure and compliant record keeping
- Protecting children and young people engaged in P&C activities

### 2. When a WWCC is required

A WWCC is required where a person is engaged in child-related work, meaning work that:

- Involves providing services to children under 18
- Involves face-to-face contact
- Contact is more than incidental



*WWCC Required For:*

- All paid employees in child-related roles
- Non-parent (citizen) volunteers
- Contractors delivering child-related services
- All workers and Office Bearers if the P&C operates OSHC or preschool

*Parent Exemption*

**Parents volunteering at their child’s school are generally exempt unless they are:**

- Providing personal care to a child with disability
- Participating in formal mentoring
- Attending overnight camps
- Office Bearers of a P&C operating OSHC or preschool

The P&C may require WWCCs beyond the legislative minimum if considered necessary for child safety. This decision will be reached by majority vote of the P&C Association at a General Meeting.

**3. Employer Registration**

If any worker requires a WWCC, the P&C must:

- Be registered as an employer with the NSW Office of the Children’s Guardian (OCG)
- Nominate two responsible Office Bearers
- Maintain a confidential P&C email for OCG notifications

Details must be updated after each AGM if Officers change.

**4. WWCC Verification Procedure**

Before a person commences child-related duties:

Step 1 - Collect	<ul style="list-style-type: none"> <li>• Full name</li> <li>• Date of birth</li> <li>• WWCC number or application number</li> </ul>
Step 2 - Verify	<ul style="list-style-type: none"> <li>• Log into the NSW Office of the Children’s Guardian Employer Portal</li> <li>• Verify status</li> <li>• Record verification date, outcome and expiry</li> </ul>
<p><i>Acceptable Status:</i></p> <ul style="list-style-type: none"> <li>• Cleared</li> <li>• Application in Progress</li> </ul>	<p><i>If status is barred, interim barred, expired or not found:</i></p> <ul style="list-style-type: none"> <li>• The person must not commence or continue in the role</li> <li>• The School Principal must be notified</li> </ul>

**5. Monitoring and Expiry**

- Individuals must notify the P&C of any change to their WWCC status.
- If clearance expires or is revoked, the person must immediately cease child-related duties.
- Engagement may be terminated if clearance is not maintained.



## 6. Record Keeping

The P&C will maintain confidential WWCC records for **7 years**, including:

- Full name
- Date of birth
- WWCC number
- Verification date
- Outcome
- Expiry date
- Worker status (paid or volunteer)

Records will:

- Be stored securely
- Be accessible only to authorised Office Bearers
- Not be shared except as required by law

## 7. Child Safety Concerns and Reporting

### 7.1 Immediate Risk

If a child is in immediate danger, contact emergency services (000).

### 7.2 Reporting Process

If a concern arises regarding the behaviour of a P&C employee, volunteer or contractor:

1. Report immediately to the P&C President (or another Officer if unavailable).
2. The Officer must notify the School Principal without delay.
3. Where required, external reporting obligations will be followed.

### 7.3 Mandatory Reporting

Where the P&C operates OSHC or preschool services:

- All childcare workers are mandatory reporters.
- Reports must be made in accordance with NSW law.

Child safety overrides reputational or organisational considerations.

## 8. Document Information and Review

This policy will be reviewed annually or as required by the Delegated Custodian to ensure compliance with P&C Federation NSW guidance and best governance practice. Prompts to review the policy outside of the annual cycle may include;

- Following legislative change
- After any significant child safety incident
- The P&C begins operating OSHC or preschool services
- Office of the Children's Guardian guidance is updated

Any updates to this policy must be adopted or approved at a general or special meeting before becoming effective. Seven days' notice is required for adoption or alteration.

**Custodian:** P&C President or agreed delegate



Next review due: April 2027

<b>Version</b>	<b>Changes made</b>	<b>Prepared by</b>	<b>Reviewed by</b>	<b>Date Adopted</b>
Draft	Creation with content taken from NSW P&C Federation template	Eleisa Cajna 26/2/2026		
BPS PC Working With Children Policy 2026	Remove draft watermark and update document name	Eleisa Cajna	BPS P&C Association Members	6 May 2026 at Association General Meeting