



KNOWLEDGE IS THE ULTIMATE SOLUTION

Procedure for Working with Children Check Verifications

Western Grammar School
15 Cannery Road, Plumpton NSW 2770

Western Grammar School (WGS) has the following procedure to ensure that the staff employed at WGS are allowed to work in the child related institution:

1. During the interview for recruitment every candidate is asked if they have a valid WWCC.
2. The successful candidate is given a staff form by the Admin Manager (AM) to fill in the employee details including the WWCC and the letter issued by Service NSW.
3. Once the details are received from the successful employee, the AM logs on to the employer site at OCG to verify all details.
4. Admin Manager maintains a casual staff register to ensure that all casual staff have a valid WWCC.
5. When a contractor visits the school, they will visit the reception to be signed in electronically by the admin staff who will also ask the contractor for a valid WWCC.
6. The Operational Manager (OM) will be responsible for the supervision of all contractors (cleaners, builders, trades personal etc). The operational manager will ensure that all contractors have a valid WWCC and if required based upon the nature of the contract it is submitted to the Admin Manager for filing purposes. If a contractor is on site and has or does not have a valid WWCC, they will always be accompanied by a facilities staff member of WGS.
7. AM will also receive an email from the OCG if the staff members WWCC is about to expire. Admin Manager also maintains an excel sheet with all details of staff members including WWCC numbers and expiry date which is checked every quarter of the year.
8. AM liaise with the staff member via email if their WWCC is about to expire within a three-month period to ensure that the WWCC is renewed in a timely manner. The staff member is required to provide evidence of the WWCC renewal including email from Services NSW.
9. This procedure is shared with the staff during the Child Protection trainings to ensure that their WWCC is up to date and valid at all time.
10. The Admin Manager maintains the records of staff members' WWCC in a lockable file cabinet in the AM office.