



# Dapto Public School

## Working with Children Check Procedures

Procedures at Dapto Public School have been created in reference to the DoE's policy 'Working with Children's Check'. The procedures cover all persons who enter the Dapto Public School site.

### Visitors to the School Site

- All visitors must report to the office and sign in/out.
- Visitors must state the reason for their presence at the school (Categories below)

### Employment – Casual Teachers

- All casual teachers must have a DoE employment number.
- This is checked within the ECPC system for compliance with DoE requirements prior to employment.
- All mandatory training documentation must be current and are required to be presented prior to employment.
- All teachers will be required to have a current WWCC document from December 31<sup>st</sup> 2017.
- Site orientation to be carried out by school staff.

### Employment – Permanent Staff

- The school will abide by guidelines under the employment processes of the DoE.
- From December 2017 all permanent staff will be required to have a current WWCC.

### Contractors – Teaching Support / NGO's etc.

- A WWCC is required to be produced to the school.
- Site orientation to be carried out by school staff.

### Contractors – Maintenance / Building

- All contractors will be required to present necessary documentation to the Private Public Partnership contractor (Spotless)
- Spotless will present documentation to the school annually
- Spotless site manager to undertake site orientation.

### Volunteers

- All volunteers are required to present a 100 point check (Appendix 6 of WWCC policy) upon entry to the school and completion of declaration for volunteers and contractors (appendix 5 of WWCC policy)
- All volunteers to be checked against the 'not to be employed list' of the DoE.
- Declaration is valid for 5 years.

### Religious Organisation

- All SRE teachers are required to have a WWCC. These are current for 5 years.

### Others

- All other persons entering the site are required to have a WWCC