Working with Children Check: assessment tool

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| This tool is to be completed by supervisors to determine any requirement for [working with children checks](https://ocg.nsw.gov.au/working-children-check) (WWCC). WWCCs are a requirement under the [Child Protection (Working with Children) Act 2012 (NSW)](https://legislation.nsw.gov.au/view/whole/html/inforce/current/act-2012-051) (the Act) for people who are involved in child-related work. It is against the law to engage anyone in child-related work without a WWCC. Refer to the [Child Protection Policy](https://www.uts.edu.au/about/uts-governance/policies/uts-policy/child-protection-policy/) before completing this tool. How to fill out this toolThis tool will help you to determine what positions under your supervision require a WWCC. It covers the following sections.1. Does anyone in your local area engage in child-related work?
2. Does the person have access to confidential information or records about children?
3. Is the person paid or a volunteer?
4. Are there any exemptions?
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If you select yes in sections 1 or 2, then you must include the positions in the [WWCC clearance table](#_Working_with_Children). The individual engaged in child-related work must apply for a [WWCC](https://ocg.nsw.gov.au/working-children-check) (through the NSW Office of the Children’s Guardian). The details of the WWCC must also be recorded in the clearance table.

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| 1. Does anyone in your local area engage in child-related work? |
| Does the work undertaken in your local area fall into any of the following categories? Select yes or no to determine whether anyone in your local area undertakes child-related work. (Child-related work is defined in the [Child Protection Policy](https://www.uts.edu.au/about/uts-governance/policies/uts-policy/child-protection-policy/).) |
| Sporting and cultural events, summer schools or entertainment activities run by UTS and involving children | [ ]  Yes [ ]  No |
| Community events, open days, promotional, media or marketing events and campaigns | [ ]  Yes [ ]  No |
| Counselling service providers and medical health practitioners or clinicians where a patient is not a student, is under 18 and is not accompanied by a parent | [ ]  Yes [ ]  No |
| Outreach programs, high-school tutorial schemes on campus or online | [ ]  Yes [ ]  No |
| Research activities, projects or fieldwork that include children or child-related work (refer also [Research Policy](https://www.uts.edu.au/about/uts-governance/policies/uts-policy/research-policy)) | [ ]  Yes [ ]  No |
| Student or staff placements at schools, education or childcare centres | [ ]  Yes [ ]  No |
| Interactions with children in student residences | [ ]  Yes [ ]  No |
| OtherPlease specify:       | [ ]  Yes [ ]  No |
| Non-child-related work, with access to confidential, sensitive information about children's health and well-being. (Note: Where the information accessed is only the name, address or other contact details of children, that is not considered sensitive for these purposes.) | [ ]  Yes [ ]  No |

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| 2. Does the person have access to confidential information or records about children? |
| Records and information about children are considered confidential if they are of a sensitive nature in relation to their health and wellbeing, and have been provided in confidence (refer [Privacy Policy](https://www.uts.edu.au/about/uts-governance/policies/uts-policy/privacy-policy)). Where the information held is the name, address or other contact details of children, they are not considered confidential for WWCC purposes.Does anyone in your local area have access to any of the following? |
| A child or children’s health information | [ ]  Yes [ ]  No |
| A child or children’s contact information | [ ]  Yes [ ]  No |
| A child or children’s personal information  | [ ]  Yes [ ]  No |

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| 3. Is the person paid or a volunteer? |
| For each person engaged in child-related work, the correct class of WWCC clearance must be held. Select yes or no according to whether child-related work in your local area is undertaken by individuals who are paid or volunteers. |
| Paid  | [ ]  Yes [ ]  No |
| Volunteer | [ ]  Yes [ ]  No |

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| 4. Are there any applicable exemptions? |
| The following types of work do not require a WWCC. Select yes or no according to whether the people in your local area fit under any of the exemptions. |
| Children (under the age of 18 years) | [ ]  Yes [ ]  No |
| Professional staff who conduct administrative, maintenance or ancillary work that does not ordinarily involve contact with children for extended periods | [ ]  Yes [ ]  No |
| Volunteering by a parent or close relative who works with the child's educational institution, or with a team, program or other activity in which the child usually participates or is a team member | [ ]  Yes [ ]  No |
| Interstate visitors who work/volunteer at a one-off event such as a sporting or religious event, jamboree or tour for up to 30 days a year without a NSW WWCC | [ ]  Yes [ ]  No |
| Private practice health practitioners who do not ordinarily treat children without other adults present | [ ]  Yes [ ]  No |
| Co-workers and supervisors where a child works | [ ]  Yes [ ]  No |
| Informal domestic workers (not on a professional/commercial basis) | [ ]  Yes [ ]  No |
| Short-term workers who do not work with children for more than a total of five working days in a calendar year and if the work involves minimal direct contact with children or is supervised by a WWCC holder when children are present. This exception also covers visiting speakers, adjudicators, performers, assessors or other similar one-off visitors that work in the presence of one or more adults. | [ ]  Yes [ ]  No |

# Working with Children Check clearance table

A WWCC is granted for five years and renewal applications need to be submitted within three months of the expiry date. Individuals need to keep their contact details up to date so the Office of the Children's Guardian can issue a notification when it is time to renew. Further information is available from [Office of the Children’s Guardian: WWCC](https://ocg.nsw.gov.au/working-children-check).

### How to complete this table

1. If you ticked yes in sections 1 and 2 of the assessment tool, you must fill in an entry for each person undertaking the child-related work, including the details of their WWCC.
2. Where there is a vacant position please list as ‘vacant’.
3. Save all related documents, including WWCCs, in Content Manager (refer [Records Management Policy](https://www.uts.edu.au/about/uts-governance/policies/uts-policy/records-management-policy)).
4. Sign and submit to the People Unit via email HRclientservices@uts.edu.au

I confirm that, to the best of my knowledge, the table below accurately includes and describes all people (and positions) in my local area who engage in child-related work.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |       | Area: |       | Position: |       | Date:  |       |
| Signature |       |  |  |  |  |

Note: The first few rows of the table (shaded in blue) have been completed as examples.

| Category of child-related work (sections 1 and 2) | Position  | Name of each person filling the position (or ‘vacant’) | Exemption (section 4)(Y/N)If no exemption, complete rest of table | If exempt, state the exemption(section 4)  | Date of birth | WWCC number1 | Start date | Verification date | Verification outcome | Expiry date | Paid or volunteer work(section 3) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Access to confidential information about children | Education researcher | John Zhao | N | N/A | 20/01/1980 | WWC1234567p | 05/08/2015 | 15/07/2015 | Cleared | 17/09/2020 | Paid |
| Club providing services to children | Administrator of youth football team | Vicki Shostak | N | N/A | 22/02/1991 | WWC1234567v | 31/05/2018 | 15/04/2018 | Cleared | 05/12/2022 | Volunteer |
|       |       |       |       |       |       |       |       |       |       |       |       |
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1. An applicant's WWCC number and expiry date can be found in the email they received when they first applied for a WWCC.