

Working with Children Clearance Policy

The Working with Children Clearance is a screening mechanism to prevent certain persons from engaging in child-related work.

1. Objectives – Policy statement

1.1
TAFE NSW and all staff who engage in child-related work for TAFE NSW must comply with Working with Children (WWC) legislative requirements. These requirements include an application process through the Office of Children's Guardian (OCG), verification, record-keeping, reporting and appropriate procedures and action if a staff member is barred, becomes barred, or refuses to comply with the legislative requirements.

2. Objectives – Scope

2.1
This policy takes effect from 1 December 2016 and is in accordance with the *Child Protection (Working with Children) Act 2012 (NSW)* [☞](#) and the *Child Protection (Working with Children) Regulation 2013* [☞](#). It replaces the Department of Education Working with Children Check Policy that previously applied to TAFE NSW employees.

2.2

This policy should be read in conjunction with the TAFE NSW – Working with Children Clearance Procedure.

3. Responsibilities and delegations

3.1
As an employer, TAFE NSW has a responsibility to ensure that all persons employed or engaged in child-related work for TAFE NSW have a clearance to work with children. TAFE NSW will take appropriate action, in accordance with this policy and related documents, if a staff member is barred, becomes barred, or refuses to comply with any legislative obligation. A bar against working with children needs to be appropriately managed.

3.2

The People and Safety Branch, including the General Manager, Regional Managers, and Business Partners, are responsible for ensuring that recruitment and placement processes are consistent with this Policy and the related Procedures.

3.3

The People and Safety Branch is responsible for the design and oversight of the systems which collect, process, and verify relevant data with OCG.

3.4

TAFE NSW employees performing child-related work are responsible for obtaining a valid WWC clearance number and complying with their legal obligations and obligations in this policy, at all times. All employees engaged in child-related work in TAFE NSW who do not hold a current WWC clearance number must obtain one and provide it to TAFE NSW for verification before 31 March 2017.