



# Lucas Gardens School

*Celebrating Ability Through High Expectations*

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## Working With Children Check (WWCC) Procedure

1. Potential employee/volunteer/contractor asked to provide WWCC document obtained from the RMS.
2. Before coming on site for induction or volunteering the potential employee/volunteer/contractor must email their WWCC letter, date of birth and mobile number to the school office.

### Potential Employees

- Details including WWCC number are checked by the DoE probity unit who notify the school office once cleared. All potential employees also provide 100 points of original identity documents. These are sighted and copied by the school office and recorded.

### Pre service Teachers/Volunteers/Private Contractors

- Documentation is verified by school office **before** they attend the site. The RMS does not charge for this document for volunteers.

### Public Work Contractors

- Pre checked by Public Works.

### Frontline Casual Staff

- Pre checked by Frontline **before** contracted to Frontline.

### All DoE Employees

- Are expected to obtain a WWCC document from the RMS and provide it to the school. Additionally, all DoE employees are required to update their WWCC details on Employee Self Service (ESS). Cost of \$80 is to be paid by the employee.

All of the above go through a school induction process on their first day at Lucas Gardens School which reconfirms that all documents have been received and sighted.

Lucas Gardens School have been following this procedure since 2013.

### Review

This procedure is reviewed annually.

Jenny Zagas

PRINCIPAL

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