

Child protection responsibilities

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www.enablingchange.com.au

For anyone working with children, whether paid or volunteers, background checks are mandatory in NSW.

Under NSW law:

- You must ask all preferred applicants for child-related paid or volunteer positions to declare that they are not a prohibited person. To do this use the Prohibited Employment Declaration, available at www.kids.nsw.gov.au/uploads/documents/wwcc_form3.pdf
- You also must conduct Working With Children background checks for:
 - preferred applicants for child-related paid or volunteer positions;
 - foster carers; and
 - ministers, priests, rabbis, muftis or other like religious leaders or spiritual officers of a religion entering into child-related employment.

For details on Working with Children Background Check, see: www.kids.nsw.gov.au/director/check/employerguidelines/stepbystepguide.cfm#3_5

The Working with Children Background check form is at: www.kids.nsw.gov.au/director/check/employerguidelines/stepbystepguide.cfm#3_5

When you have selected your preferred applicant, you should also conduct your usual screening and security checks, e.g. referee(s) and prior employment checks.

Until you have completed all your suitability checks and the police records check has been received and assessed to be satisfactory, the selected applicant must not be offered the position.

Sources:

- NSW Commission for Children and Young People, **Working with Children Background Check** pages of www.kids.nsw.gov.au
- **Guidelines for the Selection and Recruitment of Staff and Volunteers who may deal with Children and Young People**, on www.ourcommunity.com.au

Useful resources

For more on child protection responsibilities see:

www.kids.nsw.gov.au/kids/check/employerguidelines/employerobligations.cfm

For information on obtaining background checks, go to

www.kids.nsw.gov.au/kids/check/backgroundchecks.cfm