



WORKING WITH CHILDREN POLICY

The Primary Teachers' Network (PTN) is a member of the Professional Teachers' Council NSW (PTC NSW). PTN adopts the PTC NSW Working with Children Policy as the guiding Policy for PTN.

1. Objectives - Policy statement

1.1

Children have a right to be safe in their places of learning.

1.2

As an employer, PTN has a responsibility to take reasonable steps to ensure employees and recommended applicants are suitable for child-related employment. The working with children check is an important part of the recruitment process by PTN to prevent unsuitable people from being employed or engaged in child-related employment.

2. Audience and applicability

2.1

This policy applies to people working or seeking to work in child-related employment with PTN. This includes all paid employees, contractors, sub-contractors, self-employed persons and volunteers whose employment or engagement primarily involves direct contact with children where that contact is not directly supervised by a person having the capacity to direct the person in the course of employment.

3. Context

3.1

Commission for Children and Young People Act 1998 aims to reduce the risk of abuse to children by establishing the working with children check. The check is a screening mechanism to reduce the likelihood that unsuitable people work in child-related employment.

3.2

Under the *Commission for Children and Young People Act 1998* it is mandatory for any person working in, or seeking to work in child-related employment, to declare that they are not a prohibited person (i.e. that they are not a person who has been convicted of a serious sex offence or child-related personal violence offence or a registrable person under the *Child Protection (Offenders Registration) Act 2000*) before commencing work with children.

It is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child-related employment.

3.3

A range of positions have been identified as being child-related employment for the purposes of the *Commission for Children and Young People Act 1998*. These positions are:

- school based positions;
- school based venue: teaching out-of-school-hours events;
- administrative office positions, where the office is co-located with a school.

3.4

PTN is approved to carry out employment screening under Part 7 of the *Commission for Children and Young People Act 1998*.

3.5

The employment screening process involves a national check for relevant criminal records, a check for relevant apprehended violence orders, a check for relevant employment proceedings and a risk estimate where a relevant record is found.

Where there have been no issues of concern revealed that could prejudice the person's employment or engagement, a clearance is approved in relation to that person.

Where there are issues of concern revealed that could prejudice the person's employment or engagement, a risk estimate is conducted. The risk estimate is a structured risk assessment process which assesses a number of factors including the nature of the position.

3.6

In addition, a national criminal history check is undertaken for all recommended applicants for paid child-related employment with PTN to determine their suitability for employment. This is conducted in conjunction with the working with children check.

4. Responsibilities and delegations

4.1

As an employer, PTN has a responsibility to ensure that all persons employed or engaged to carry out work in child-related employment are screened appropriately in accordance with the *Commission for Children and Young People Act 1998*.

5. Monitoring, evaluation and reporting requirements

5.1

The PTN BOM will monitor the implementation of the Working with Children Check Policy and associated procedures. This will include review with appropriate stakeholders and reporting on compliance as required.

5.2

Directors, managers, project officers and casual/permanent facilitators have a responsibility to ensure that policy and procedural requirements are satisfied within their area of responsibility.

6. Contact

The Primary Teachers' Network welcomes your comments regarding this Working with Children Policy. If you believe that we have not adhered to this Policy, please contact us.



Working with Children Check

Employment Screening Request Form

This form is used by **organisations** seeking employment screening as part of the *Working with Children Check*.

Employer/company name: Primary Teachers' Network Association

Trading name: Primary Teachers' Network or PTN (abbreviation)

Employer registration number: **ABN: 64 149 642 849**

Address: PO BOX 577 101-105 Norton St (Block B, Inside Leichhardt PS)

Suburb: Leichhardt **State:** NSW **Postcode:** 2040

Business phone: 02 – 9564 3322 **Fax number:** 02 – 9564 2342

Contact person: Kim Tsolakis

Position: Board of management

Contact phone: 02 – 9564 3322 **Email:** kim.tsolakis@ptc.nsw.edu.au

No. of screening requests: _____

Additional notes: _____

I certify that:

1. I am the employer/prospective employer of the individuals listed on the following page(s);
2. I have the authority to submit their name and details to the certified approved screening agency, with which my organisation is registered, for child-related employment screening purposes;
3. The employment status of the people listed on the schedule is accurate;
4. Information in relation to the scope of the screening process and proceedings entailed has been provided to all individuals whose names are submitted; and
5. All individuals have consented to these checks being conducted and have signified their awareness and understanding of the screening process.

Name	Signature	Position	Date	/	/
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This request can be sent by the following methods:

By Mail:

By Fax:

Additional Notes:

Paid Employees - It is Mandatory for employers to arrange a background check for any prospective applicant for paid, primary child-related employment as listed in Section 3 of the *Child Protection (Prohibited Employment) Act 1998* which involves direct contact with children where that contact is not directly supervised. It is also mandatory for ministers of religion and foster carers to be checked.

Employment Screening - Applicant Data



Title	<i>(Please indicate)</i> Mr Mrs Miss Dr Other _____					
Surname						
First name						
Middle names						
Previous names/aliases						
Other names by which the applicant has been known						
Gender	Male			Female		
Date/Place of birth	Date of birth / /			Place of birth (City, State, Country)		
Address						
Suburb	State			Postcode		
Telephone number						
Type of position	Driver's licence no: Please tick: <input checked="" type="checkbox"/> Paid employee					
Position title/Position applied for						
Title	<i>(Please indicate)</i> Mr Mrs Miss Dr Other _____					
Surname						
First name						
Middle names						
Previous names/aliases						
Other names by which the applicant has been known						
Gender	Male			Female		
Date/Place of birth	Date of birth / /			Place of birth (City, State, Country)		
Address						
Suburb	State			Postcode		
Telephone number	Driver's licence no:					
Type of position	Please tick: <input type="checkbox"/> Paid employee					
Position title/Position applied for						

This information may be used for monitoring and auditing compliance with procedures and standards in accordance with Section 36 (1) (f) of the *Commission for Children and Young People Act 1998*.



Working with Children Check Registration Form

Employer/Organisation Details

Employer/company name: Primary Teachers' Network Association
Trading name: Primary Teachers' Network or PTN (abbreviation)
Australian business number (ABN): 64 149 642 849
Address: PO BOX 577 101-105 Norton St (Block B, Inside Grounds of Leichhardt PS)
Suburb: Leichhardt **State:** NSW **Postcode:** 2040

Relevant contact person

Name:

Position in organisation:

Telephone number: 02- 9564 3322 **Fax number:** 02 - 9564 2342

E-mail address:

Additional authorised person/s:

Name	Position	Signature

I certify that I am an "employer" as defined in Section 33 of the *Commission for Children and Young People Act 1998* who engages people, on a paid and/or voluntary basis, in child-related employment, i.e. employment that involves direct contact with children where the contact is not directly supervised.

I am aware that under the *Commission for Children and Young People Act 1998* I **must** submit the names and details of individuals I plan to engage in **paid primary child-related employment or as a minister of religion or foster carer**, as listed in Section 3 of the *Child Protection (Prohibited Employment) Act 1998* to a certified Approved Screening Agency for employment screening.

Name	Signature	Position	Date
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This application can be sent to the Employment Screening Unit by the following methods:

By Mail:

By Fax:

Additional Notes:

The employment screening service provided will include a:

- check for a relevant criminal record;
- check for relevant apprehended violence orders; and
- check for relevant employment proceedings.