

Working with Children Check Policy

Scope

The policy applies to all persons conducting work in any capacity (e.g employee, contractor, volunteer, Board member) for Atwea

Purpose

The policy defines Atwea's commitment to maintaining a childsafe environment for all children in attendance at Atwea campuses or in Atwea controlled activities.

Definitions

Office of the Children's Guardian:	the NSW agency charged with the regulation and overseeing child related organisations and who conduct Working With Children Checks in conjunction with state and federal law enforcement bodies
Child Related Work:	Includes providing services for children under the age of 18 or; Where the work normally involves face to face with children or; where contact with children is more than incidental to the work.
WWCC	Working With Children Check

Policy

Atwea requires that all persons engaged in any capacity on Atwea sites or in Atwea controlled activities must have a current NSW Working With Children Check conducted by the NSW Children's Guardian that approves working with children.

Atwea will not allow any commencement of any duties prior to the NSW Working With Children Check outcome being reported.

Contractors not directly working with children may conduct work without a WWCC on the basis that they are under constant supervision by a person nominated by Atwea with a current WWCC.

Related documents, forms, and legislation

Working With Children Check Information [Landing page](#) | [Working with Children Check](#) | [Office of the Children's Guardian](#)

Application for a WWCC [New Application - NSW Working with Children Check](#)

Review

This policy review period is two(2) years

Policy Owner	People and Culture Manager		
Approval Authority	Chief Executive Officer		
Date of Endorsement	2/4/2026	Next Review Date	2/4/2028