

Employment Checking – National Criminal Record Check ('NCRC') & Working with Children Check ('WWCC') requirements for locum and nursing and midwifery agency staff in NSW Health facilities

Appendix 13

Type of work		WWCC requirement	Information required by NSW Health	NCRC	Information required by NSW Health
<b>Child related work</b>  Work involving face to face or physical contact with under 18 year olds for all health practitioners in wards of hospitals where children are treated or elsewhere if the work includes the provision of health services to children  Refer to Section 2 for the full definition of child related work		NSW Health WWCC clearance obtained pre March 2012	Copy of NSW Health WWCC clearance	No additional requirement as included in WWCC	N/A
		NSW Health WWCC clearance obtained between March 2012 and June 2013	Copy of NSW Health WWCC clearance (which states no NCRC included)	A National Police Certificate (under three years old) plus a declaration of any convictions/ pending charges if the Certificate was obtained before registration with agency or a NCRC by the agency	The NCRC/ Police Certificate number, the date it was conducted and confirmation that the agency is satisfied that there is no information on the person's record (or in any declaration provided by the person) to indicate any risks preventing them from undertaking work in NSW Health facilities.
		WWCC clearance obtained from Children's Guardian from 15 June 2013 validated by the agency	The WWCC number, the date of its clearance and its expiry date  NSW Health also validates the number with the Children's Guardian		
	Overseas staff (including from New Zealand)	WWCC as above  Note the emergency conditional appointment requirements in Section 5.4, available for overseas and interstate workers	As above  Note the emergency conditional appointment requirements in Section 5.4, available for overseas and interstate workers	As above plus police clearances from their home country and any country that they have been citizens or permanent residents of since turning 16 years of age, or a Statutory Declaration Appendix 4	In addition, if the role is in aged care work, the date of expiry of the Police Certificate /NCRC is required and confirmation that the person does not have any convictions precluding them from working in facilities that receive aged care funding from the Australian Government.
<b>Aged care work</b>  All paid staff members aged 16 years or over in NSW Health services and aged care facilities that receive Australian Government funding.  Refer to Section 6 for the full definition of aged care work		No requirement	No requirement	Either a Police Certificate (under three years old) plus a declaration of any convictions/ pending charges if the Certificate was obtained before registration with the agency; or a NCRC by the agency undertaken <u>within the last three years.</u>	Confirmation that overseas clearances or Statutory Declarations have been completed as required.
	Staff who have resided overseas	No requirement	No requirement	As above, plus a Statutory Declaration stating that they have never been convicted of murder/ sexual assault or been convicted and sentenced to prison for any other assault	