



Gordon East Public School

Working With Children Check (WWCC) Procedure

Departmental Policy References <https://policies.education.nsw.gov.au/policy-library>:

- *Working with Children Check Policy*
- *01 Working with Children Check Procedures*
- *03 Volunteers quick guide*

The following procedures are a summary of the requirements outlined in the referenced policy documents and are in reference to parent volunteers.

Rationale:

In accordance with the Child Protection (Working with Children) Act 2012, the safety, welfare and well-being of children and, in particular protecting them from child abuse, is the paramount consideration in the operation of this policy and the Working with Children Check Procedures.

This procedure outlines the WWCC process and the obligations of the Department and its workers under the legislation concerning volunteers.

These procedures are applied in conjunction with the Department of Education's Working with Children Check Policy

Definitions:

- **WWCC clearance certificate** The Working with Children Check (WWCC) is a requirement for anyone who works or volunteers in child-related work in NSW. It involves a National Police Check (criminal history record check) and a review of reportable workplace misconduct. If you're applying because you're a paid employee or self-employed, there's a fee for the WWCC. If you're a volunteer, a student on a professional placement, potential adoptive parents or an authorised carer, you won't need to pay the fee. To apply for WWCC clearance certificate please visit the Office of the Children's Guardian at <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check> .
- **Photo ID:** show one government-issued photo identity document with full name, date of birth and current residential address and, if relevant, one change of name document.

Procedure:

All visitors and volunteers either on-site or assisting with a school related event must follow the procedures detailed below. To allow for the appropriate checks to be made and paperwork to be processed, all forms must be submitted at least seven (7) days in advance, along with the necessary identification required.

Volunteers who are required to complete the WWCC Declaration for Volunteers and Non-Child related Contractors

Exempt volunteers include parents or close relatives who volunteer at their child's school (unless they are specified volunteers, see below), volunteers under the age of 18, including day-to-day reading helpers, and canteen helpers.

- Step 1: Complete the WWCC Declaration for Volunteers and Non-Child Related Contractors (previously referred as Appendix 5).
- Step 2: Provide the school with:
 - completed WWCC Declaration for Volunteers and Non-Child Related Contractors
 - photo ID. The school must check the ID details with the information provided by you.

For parents of children at the school, once this form is completed, returned and verified with photo identification, it lasts for the lifetime of your family at Gordon East Public School.

Volunteers who must hold a WWCC clearance

Specified volunteers engaged by the school **must** hold a WWCC clearance to be engaged in child-related work. Specified volunteers include:

- Volunteers attending overnight school excursions.
- Volunteers over the age of 18 who are not parents or close relatives of a child attending the school at which they are volunteering.
- Step 1: Apply for a WWCC clearance by going to the Office of the Children’s Guardian website and selecting **Apply for your check**. You will have to complete and submit the online form
- Step 2: Visit a Service NSW Service Centre, a NSW motor registry, or a NSW council agency offering RMS services to verify your identity and pay the appropriate application fee.
- Step 3: Complete the WWCC Declaration for Child-Related Work – Specified Volunteers and Child-Related Contractors (previously referred to as Appendix 11).
- Step 4: Provide the school with:
 - your WWCC clearance from the OCG
 - your completed WWCC Declaration for Child-Related Work – Specified Volunteers and Child-Related Contractors
 - photo ID). The school must check the ID details with the information provided by you but is **not** required to scan and store the ID.

Note: The verification process may take a few days to clear.

It is your responsibility to apply for a WWCC clearance with the Office of the Children’s Guardian (OCG). There is no fee payable for WWCC clearance for volunteers.

Ratification

This Policy has been developed in conjunction with:

- Principal: Ruth White
- Gordon East Executive Team
- Parent representatives : Nils Bown (President), Kiah Wolton-Phillips (Vice President)
- Tabled at P&C Meeting 27/10/2020