



## INFORMATION FOR “PRESCRIBED” VOLUNTEERS

The new Working with Children Check (WWCC) commenced in NSW on **15 June 2013**. “Prescribed” volunteers who work in primary schools are being phased into the new system **from 1<sup>st</sup> April 2017 till 31<sup>st</sup> March 2018**.

### How does this affect you?

- Only certain volunteers (prescribed by the legislation) are required to get a Working with Children Check.
- You will be required to get a WWCC if you fit into one of the following categories:
  1. You are **not** a parent or close relative of a child who attends the school or your child does not usually participate in the activity in which you are volunteering.
    - A ‘parent of a child’ includes a carer or person who has legal responsibility for a child. A ‘close relative’ includes a spouse or de facto partner, child, step-child, parent, step-parent, sibling, step-sibling, grandparent, step-grandparent, aunt, uncle, niece or nephew. In the case of Aboriginal and Torres Strait Islander, a close relative includes people who are part of the extended family or kin of the child according to the indigenous kinship system.
  2. You are working in a high risk role irrespective of whether you are a parent or a close relative of a child at the school. High risk roles include:
    - Providing personal care with intimate contact to children with disabilities
    - Providing mentoring services
- Any “prescribed” volunteer who commenced after 15 June 2013 will already have undertaken the new Check before starting in their new role and therefore will not need to reapply.
- The new Check will be valid for 5 years and is portable. This means if you volunteer in other child-related work within the 5 year period you will not need to undertake a new Check.
- It will be the responsibility of each “prescribed” volunteer to undertake the new Check.
- The CSO will be responsible for verifying each Check and maintaining a database of staff who have clearances.
- “Prescribed” volunteers who do not have a valid clearance by 31<sup>st</sup> March 2018 will not be able to work in the school.

### To apply for a Working with Children Check:

1. Fill in an online form at [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au) or call the helpline to have someone fill in a form for you.
2. Take the application number to a [motor registry](#) or [government access centre](#) and have your identity confirmed (you will need to take [appropriate identification](#) with you). **There is no cost to volunteers to obtain the Check.**
3. Provide your WWCC number, name and DOB to CSO staff for verification:  
CP Team [csocp@dbb.org.au](mailto:csocp@dbb.org.au) or Workforce Admin [workforce.admin@dbb.catholic.edu.au](mailto:workforce.admin@dbb.catholic.edu.au)

### More information

The primary school where you volunteer will provide you with further information on how to apply in early 2017.

If you have any questions please see your Principal or contact the Child Protection Team on 9847 0618.

Further information is also available on the NSW Office of the Children’s Guardian website [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)