



Committed to creating Child Safe Catholic Schools in the Diocese of Wollongong

Volunteers working in Schools with Children

The *Working With Children Check* (WWCC) is required by law for *some* workers

Do I need to get a WWCC?

1. School Volunteers who are a **parent or a close relative** of a student enrolled at the school are **EXEMPT** from obtaining a WWCC, unless the work -
 - is part of a formal program of mentoring children, or
 - involves intimate personal care of children with a disability
2. Some other **exemptions** from the WWCC apply for School Volunteers

In those circumstances where the WWCC is *not* required by law, our Schools take important steps to help create Child Safe Schools

What do I need to do?

3. If you already have a WWCC or have applied for a WWCC
 - Obtain the form **W_V.2 School Volunteer has a WWCC** available online or from the school -
Fill in and return it to the School [or to *Catholic Education, Diocese of Wollongong (CEDoW)*]
4. In most circumstances a School Volunteer who is a parent or a close relative of a student at the school will be exempt from the WWCC and **will not** need to apply for a WWCC
If you are NOT exempt from the WWCC - Apply for a WWCC
When you have obtained your WWCC you then will need to **complete step 3 above**
5. If you are **exempt** from the WWCC and you don't already have a WWCC, you will need to **provide the School with a completed Declaration**
 - Declarations are available online (below) or from the school
 - The school will indicate which **one** of these declarations to complete
 - **W_V.3 School Volunteer Declaration**
 - **W_V.4 Statutory Declaration ***
 - **W_V.5 NSW Children's Guardian Statutory Declaration process ***
 - Fill in the required form and return it to the school (or to **CEDoW**)

For more details please see NSW Children's Guardian website regarding the [Working With Children Check Website - www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)

Still confused? See the on-line tool for [Volunteers working in our schools](#)
Or for further information contact the Catholic Education, Diocese of Wollongong, **phone (02) 4253 0800**
and ask to speak to a person from 'Child Protection'.

* Wherever those Statutory Declaration forms (W_V.4 or W_V.5) are used in our schools, a *Justice of the Peace* will generally be available at the school to witness the signing of the Statutory Declaration.