W_V.1 Guide

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

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.