



## 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.5 NSW Children's Guardian Statutory Declaration process**
  - In *most* cases the **W\_V.3 will be sufficient**. If there are circumstances where the **W\_V.5** is required, you will be advised.
  - 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 Catholic Education, Diocese of Wollongong, **phone (02) 4253 0800**  
and ask to speak to a person from 'Child Protection'.