



9 March 2016

Dear Parents/Guardians

**RE: WORKING WITH CHILDREN CHECK FOR VOLUNTEERS**

To ensure that we are in line with the Department of Education's policy on volunteers in schools we are making a few changes to our school procedures on volunteers working in any way with our students.

All school volunteers, whether working in sight of a teacher or not, must have a Working With Children Check Clearance from the Children's Guardian Department. This involves:

- completing an online application form which can be access at:  
<http://www.kidsguardian.nsw.gov.au>
- **If you cannot access the online system, call the Children's Guardian customer service on (02) 9286 7276 and an officer will complete the application form for you.**
- Once you have made an application, you will receive an application number.
- Take your application number and proof of identity (the same proof of ID as required when applying for a NSW driver's licence) to a NSW motor registry office.
- Volunteers (unpaid) do not need to pay any money at the motor registry. Only those in paid employment need to pay \$80.00.
- Once your application has been processed, the Children's Guardian office will notify you of the outcome by post or email (if you have included an email address in the application). This may take a few weeks.
- WWCC clearances are valid for 5 years from the clearance date, unless they are cancelled sooner by the Children's Guardian or if you surrender it sooner.
- Take your WWCC clearance number together with your 100 point check ID, **including proof of your date of birth** to the school office. Office staff will **photocopy** your ID and write down your WWCC clearance number.
- The school is required to verify online all WWCC clearances which includes entering your name, date of birth and clearance number into the website.

- You will not be able to volunteer at the school if you do not receive a WWCC Clearance number (starting with WWC ..... ).
- The school will give you a Volunteer's Handbook and will require you to sign the Volunteer's Agreement on the back page. The back page is kept by the school and the Handbook is held by you.

School volunteers are an integral part of our school community and an invaluable part of our school routine. If you are considering volunteering in any way at any school, or with any sporting or community organisation dealing with children, in the next five years please apply for a working with children check. If you may be driving students, other than your own, to any sporting or school event in the future, helping with swimming programs, attending excursions as a parent helper, volunteering in the canteen, helping in class, etc you are required to have a WWCC clearance.

Although our volunteers will still need to sign the "Visitors to School" register in the school's foyer, instead of wearing the usual blue "visitor" badge we will give you a brightly coloured "WWCC Volunteer" badge which you can take home and wear each time you volunteer at our school.

If you have already supplied us with your WWCC clearance number we ask that you check with our office staff to ensure that we also have copies of your identity documents which includes your date of birth. We have a database of all WWC verifications which also lists expiry dates.

Thank you for your understanding and for your continued support of our school community.



Christene King  
Principal  
Tomaree Public School