

WWCC – Parent information



Dear Parents / Volunteers

Under Part 4, Clause 20 of the Child Protection (Working With Children) Regulation 2013, schools are provided with instructions concerning volunteers in schools who may require a Working With Children Check (WWCC).

There are specified exemptions where certain people are not required to have a WWCC. These include:

- volunteering by a parent or close relative (except where the work is part of a formal mentoring program or involves intimate, personal care of children with a disability)
- volunteering with the child's school, early education centre or other educational institution
- volunteering with a team/program or other activity in which the child usually participates or is a team member

Do you need a WWCC?

The main emphasis is on whether your child is participating in the event/activity that you are supervising. If they are, you do not require a check. If they are not, you are required to complete the volunteer WWCC. For example:

- Reading groups/group activities - if your child is not directly in the group, you do need a volunteer WWCC
- **Camps – You must have a WWCC if you are attending an overnight camp.**
- Carnivals – if your child is participating at the carnival whilst you are present, you do not need a WWCC

To obtain a WWCC, you will need to apply for one:

- Go online to www.newcheck.kids.nsw.gov.au or www.service.nsw.gov.au/transaction/apply-working-children-check
- Upon entering your details where required, you will receive an application number
- Go to a Services NSW centre with your application number and proof of your identity
- You will receive your outcome and WWCC number by email
- Forward this email (with your date of birth) to admin@covenant.nsw.edu.au, as the school is required to 'verify' you before you have been cleared
- The WWCC is free for volunteers and lasts for five years

For any queries please contact Mrs Karen Auckett (Executive Assistant) at school.

Yours sincerely



Mr W Rusin
Principal