



## INFORMATION FOR “PRESCRIBED” VOLUNTEERS

The new Working with Children Check (WWCC) commenced in NSW on **15 June 2013**.

“Prescribed” volunteers who work in secondary schools are being phased into the new system from **1<sup>st</sup> April 2016 till 31<sup>st</sup> March 2017**.

### How does this affect you?

- Only certain volunteers (prescribed by the legislation) are required to get a Working with Children Check.
- You will be required to get a WWCC if you fit into one of the following categories:
  1. You are **not** a parent or close relative of a child who attends the school or your child does not usually participate in the activity in which you are volunteering.
    - A ‘parent of a child’ includes a carer or person who has legal responsibility for a child. A ‘close relative’ includes a spouse or de facto partner, child, step-child, parent, step-parent, sibling, step-sibling, grandparent, step-grandparent, aunt, uncle, niece or nephew. In the case of Aboriginal and Torres Strait Islander, a close relative includes people who are part of the extended family or kin of the child according to the indigenous kinship system.
  2. You are working in a high risk role irrespective of whether you are a parent or a close relative of a child at the school. High risk roles include:
    - Providing personal care with intimate contact to children with disabilities
    - Providing mentoring services
- The new Check will be valid for 5 years and is portable. This means if you volunteer in other child-related work within the 5 year period you will not need to undertake a new Check.
- It will be the responsibility of each “prescribed” volunteer to undertake the new Check.
- The Principal will be responsible for verifying each Check and maintaining a database of staff who have clearances.
- “Prescribed” volunteers who do not have a valid clearance by 31<sup>st</sup> March 2017 will not be able to work in the school.

**At St Pius X College in 2016, volunteers who work with students in close contact, or could be left to supervise children alone require a WWCC to be processed and verified by the College.**

### To apply for a Working with Children Check:

1. Fill in an online form at [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au) or call the helpline to have someone fill in a form for you.
2. Take the application number to a [NSW Service Centre](#) and have your identity confirmed (you will need to take appropriate identification with you). **There is no cost to volunteers to obtain the Check.**
3. Provide your WWCC number, name and DOB to the Principal's PA – Ann Brady for verification:  
[abrady@stpiusx.nsw.edu.au](mailto:abrady@stpiusx.nsw.edu.au)

If you have any questions please see our Principal or contact Head of Staff Services:

[sjgrove@stpiusx.nsw.edu.au](mailto:sjgrove@stpiusx.nsw.edu.au).

Further information is also available on the NSW Office of the Children's Guardian website

[www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)