

Safeguarding Requirements for Volunteers

Parish Name

Area

Parish logo

**If your role requires a WWCC or Police Check…**

**WWCC - Working with Children Check**

The Working with Children Check (WWCC) is a requirement for anyone who volunteers in child-related work in NSW. If your role could bring you into contact with children, then you must have the check done.

There are certain roles within the Diocese that is now mandatory to have a WWC check.

It involves a National Police Check (criminal history record check) and a review of reportable workplace misconduct. Results of a National Police Check can take up to 4 weeks to be received.

The outcome of a check is either a clearance to work with children or a bar against working with children. If cleared, the check will be valid for 5 years, however applicants are continuously monitored. If you're a volunteer, you won't need to pay any fee.

**How To Apply for your WWCC**

Fill out the application form online: **www.service.nsw.gov.au**

You then visit a Service NSW centre to show your Personal Identification Documents for verification.

You will be notified when the check has been completed.   
Please forward your clearance to the Parish Office with your date of birth so we can verify your WWCC number and keep the information in our records.  
The WWCC will need to be renewed every 5 years.   
As a volunteer there is no cost.

**National Police History Check**

Some of our roles are positions of trust that can involve access to Parish buildings or finances. Due to the nature of these roles a criminal history check is required.  
Our National Police History Checks are done by the Chancery through a private company. If you have already had a policy check done in the past, another will need to be carried out by our company to meet the Diocesan Safeguarding requirements.

Your Parish pays for this check to be done.

**What do I have to do?**

Fill out a simple paper application form which is forwarded to the Chancery.

You will beemailed a link to an online form to be filled out and you upload your Personal Identification Documentation.

The clearance is then emailed back to the Parish to be kept on our records.