
Working With Children Check

Quick guide for volunteers

This quick guide applies to volunteers with the Department who are required to obtain a WWCC clearance (specified volunteers) and to those volunteers who are exempt from requiring a WWCC clearance but require a declaration (exempt volunteers).

The information in this guide is based on the [Working with Children Check \(WWCC\) procedure](#). For full details of the Working With Children Check process, please refer to this procedure.

This guide outlines the requirements and processes for:

1. [exempt volunteers](#)
2. [specified volunteers engaged by schools](#)
3. [providers of special religious education and special education in ethics](#)
4. [teacher education students undertaking practical training or seeking to undertake an unpaid internship \(interns\) or associate teacher programs including people undertaking practical training as part of an educational or vocational course](#)
5. [school parents and citizens' \(P&C\) association volunteers](#)
6. [Duke of Edinburgh's International Award Volunteers](#)
7. [renewing your WWCC \(specified volunteers only\)](#)
8. [consequences of not having an active WWCC](#)

Volunteers who do not require a WWCC clearance

Exempt volunteers include parents or close relatives who volunteer at their child's school (unless they are specified volunteers, see below), volunteers under the age of 18, including day-to-day reading helpers, and canteen helpers.

Step 1

Complete the [WWCC Declaration for Volunteers and Non-Child Related Contractors](#)

Step 2

Provide the school with:

- completed [WWCC Declaration for Volunteers and Non-Child Related Contractors](#)
- photo ID (see [WWCC – Guide to Identity Documents](#)). The school must check the ID details with the information provided by you but is **not** required to scan and store the ID.

Specified volunteers who do require a WWCC clearance

Specified volunteers engaged by the school **must** hold a WWCC clearance to be engaged in child-related work. Specified volunteers include:

- Volunteers providing personal care services to children with disabilities involving intimate contact (such as assistance with toileting, bathing or dressing). This includes parent volunteers providing these services.
- Volunteers providing mentoring services as part of a formal mentoring program provided by a government or non-government agency.
- Volunteers attending overnight school excursions.
- Volunteers over the age of 18 who are not parents or close relatives of a child attending the school at which they are volunteering.

It is your responsibility to apply for a WWCC clearance with the Office of the Children's Guardian (OCG). There is no fee payable for WWCC clearance for volunteers.

Step 1

Apply for a WWCC clearance by going to the [OCG website](#) and selecting **Apply for your check**. You will have to complete and submit the online form

Step 2

Visit a [Service NSW Service Centre](#), a NSW motor registry, or a NSW council agency offering RMS services to verify your identity and pay the appropriate application fee.

Step 3

Complete the [WWCC Declaration for Child-Related Work – Specified Volunteers and Child-Related Contractors](#).

Step 4

Provide the school with:

- your WWCC clearance from the OCG
- your completed [WWCC Declaration for Child-Related Work – Specified Volunteers and Child-Related Contractors](#)
- photo ID (see [WWCC – Guide to Identity Documents](#)). The school must check the ID details with the information provided by you but is **not** required to scan and store the ID.

Note: Verification process may take a few days to clear.

Other specified volunteers not engaged directly by the school

- Providers of Special Religious Education (SRE) or Special Education in Ethics (SEE);
- Teacher education students undertaking practical training or seeking to undertake an unpaid internship (interns), or associate teacher programs including people undertaking practical training as part of an educational or vocational course;
- People working and volunteering for the school parents and citizens' (P&C) associations
- Duke of Edinburgh's International Award volunteers.

Providers of special religious education and special education in ethics

Step 1

It is the responsibility of the special religious education (SRE) or special education in ethics (SEE) approved provider to ensure their workers and volunteers have a current WWCC clearance. Prior to a person starting work, the religious or ethics provider must confirm in writing to the principal that the person has met the relevant requirements under the Child Protection (Working with Children) Act 2012. The approved provider must provide the school, in writing, with the full name and date of birth of the worker/volunteer prior to the person commencing work.

The list of approved special religious education (SRE) or special education in ethics (SEE) providers can be accessed on the [Department's website](#).

Step 2

The person must show photo ID, sign in and wear the approved provider's name badge while on school premises.

The school must check the person's identification details with the approved provider's list but is **not** required to scan or store a copy of the person's identification.

Teacher education students

This includes teacher education students undertaking practical training, or seeking to undertake an unpaid internship (interns), or associate teacher programs (including people undertaking practical training as part of an educational or vocational course).

Teacher education students **must** hold a WWCC clearance **prior** to the commencement of the practical training.

Step 1

Apply for a WWCC clearance by going to the [Office of the Children's Guardian \(OCG\) website](#) and selecting **Apply for your check**. You can complete and submit the online form

Step 2

Visit a [Service NSW Service Centre](#), a NSW motor registry, or a NSW council agency offering RMS services to verify your identity and pay the appropriate application fee.

Step 3

Complete the [WWCC Declaration for Child-related Work – Tertiary Practicum Students](#)

Step 4

Provide the Probity Unit with:

- your WWCC clearance from the OCG
- your completed [WWCC Declaration for Child-related Work – Tertiary Practicum Students](#)
- photo ID: see [WWCC – Guide to Identity Documents](#). These documents will need to be provided to the Department's probity unit via wwcc@det.nsw.edu.au for your WWCC clearance to be verified.

Note: verification process may take a few days for clearance. You cannot commence practical training until your WWCC clearance has been verified.

Step 5

Show photo identification and sign in at the school office on the first day of your practical training. **Note:** students undertaking a **paid** internship or receiving any payment from the

Department - for example, a salary, grant or allowance - including scholarship recipients, cadets or interns under the Great Teaching, Inspired Learning (GTIL) program, need a WWCC clearance for paid employment and are subject to a full National Criminal Record Check which includes verification of their WWCC clearance. Document requirements for these students differ to the requirements for specified volunteers. See WWCC Quick Guide for Employees. [WWCC quick guide for employees](#).

School parents and citizens' (P&C) association volunteers

The school parents and citizens' (P&C) association manages screening for their volunteers in conjunction with the school.

Specified volunteers engaged in child-related work **do** require a WWCC clearance. If the specified volunteer is involved in child-related work, it is the responsibility of the school P&C association to verify the specified volunteer's WWCC clearance.

Volunteers engaged by the school P&C association not involved in child-related work **do not** require a WWCC clearance

Child-related work

Step 1

Apply for a WWCC clearance by going to the [Office of the Children's Guardian \(OCG\) website](#) and selecting **Apply for your check**. You can complete and submit the online form

Step 2

Visit a [Service NSW Service Centre](#), a NSW motor registry, or a NSW council agency offering RMS services to verify your identity and pay the appropriate application fee.

Step 3

Complete the [WWCC Declaration for Child-Related Work – Specified Volunteers and Child-Related Contractors](#).

Step 4

Provide the school P&C association with your:

- your WWCC clearance from the OCG

-
- your completed [WWCC Declaration for Child-Related Work – Specified Volunteers and Child-Related Contractors](#)
 - photo ID (see [WWCC – Guide to Identity Documents](#)). The school P&C association must check the ID details with the information provided by you but is **not** required to scan and store the ID.

Non child-related work

Step 1

Complete the [WWCC Declaration for Volunteers and Non-Child Related Contractors](#)

Step 2

Provide the school P&C association with your:

- completed [WWCC Declaration for Volunteers and Non-Child Related Contractors](#)
- photo ID (see [WWCC – Guide to Identity Documents](#)). The school P&C association must check the ID details with the information provided by you but is **not** required to scan and store the ID.

Step 3

Show photo identification and sign in at the school office. The school must check your identification details with the information provided by the school P&C association but is **not** required to scan and keep a copy of your identification.

Duke of Edinburgh's International Award Volunteers

Complete the [WWCC Declaration for Child Related Work -Specified Volunteers and Child-Related Contractors](#) and provide it to the school.

Renewing your WWCC (for specified volunteers only)

Your WWCC clearance remains valid for up to five years from the date it is granted. You will need to renew it for you to continue volunteering.

Step 1

Apply for a renewal up to three months before your WWCC clearance expires. You can renew your WWCC clearance at any time from then until the date your current WWCC number expires.

To renew your WWCC clearance, go to the [Office of the Children's Guardian \(OCG\) website](#), select **Renew your WWCC clearance number**, and complete the online form.

Step 2

You must visit a [Service NSW Service Centre](#), a NSW motor registry, or a NSW Council Agency offering RMS services to verify your identity.

Step 3

Provide your renewed WWCC clearance to the school.

Tip: commence the renewal process as soon as you receive the reminder notification from the OCG (three months before your WWCC expiry date) as processing times can take four weeks or longer.

If you haven't received a renewal notification, [make sure your contact details are up to date with the OCG](#).

You can also find your expiry date and WWCC number online by following the **Find my WWCC number** link in **I'm an applicant** panel on the [OCG website](#). Your number and expiry date will be emailed to you. Or you can call the OCG customer service team on 02 9286 7219.

Caution: if you haven't heard about your renewal five days before your WWCC expires, follow up with the OCG.

Without a WWCC clearance you cannot volunteer in a child-related role.

If you are already volunteering in a child-related role, allowing your WWCC expire or not having a valid WWCC may result in your engagement being terminated.

Consequences of not having an active WWCC clearance

If your WWCC clearance expires, or is cancelled, closed, subject to a bar or interim bar, the Department cannot allow you to volunteer in a child-related work.

Existing volunteers who work in child-related roles whose WWCC clearance expires are unable to work for the Department, and their engagement may be terminated immediately on expiry of their WWCC clearance.