

Volunteering - Child Safe Requirements at Carinya

Thank you for volunteering to help in an activity at Carinya. Parent involvement in things like sport or class excursions is greatly appreciated and supports the 'home and school together' ethos that is treasured by the school community.

As a volunteer at Carinya you are considered by the NSW Government Office of the Children's Guardian as a child-related worker. At Carinya this will require you to apply for a Working with Children Check (WWCC). You may of course already have a WWCC, in which case that can be used for clearance purposes. A WWCC is a requirement for anyone who works or volunteers in child-related work in NSW. It involves a National Police Check (criminal history record check) and a review of reportable workplace misconduct. The outcome of a check is either a clearance to work with children or a bar against working with children. If cleared, your check will be valid for five years, however it will be continuously monitored for any new relevant offences or workplace records to ensure that the check remains current.

The process for applying for the WWCC number is fairly straightforward and involves the following steps:

- apply online (<https://www.service.nsw.gov.au/transaction/apply-working-children-check>)
- take your application receipt number and nominated proof of identity to the Service NSW office to complete the process (**NO fee for volunteers**)
- include your WWCC number and your date of birth on the reply form

Volunteers must complete the Child Safe Online Module before volunteering in the school. Volunteers must satisfy a 100 point identity check to ensure your identity.

If a volunteer has grounds for suspecting that a student is at **Risk of Significant Harm**, or they are made aware of **Reportable Conduct** by a school staff member, then the detail must be reported to the Principal. The following definitions will assist.

Risk of Significant Harm:

Any **volunteer** who has reasonable grounds to suspect that any student is at **risk of significant harm** must report the name, or a description of the student and the grounds for suspecting that the student is at risk of significant harm to the Principal. A child is at risk of significant harm if current concerns exist for the safety, welfare or wellbeing of the child including: physical abuse; sexual abuse; serious emotional or psychological harm; ill-treatment; exposure to domestic or family violence; or neglect.

Reportable Conduct:

Reportable Conduct refers to allegations made against "employees" at the School or any conviction of an offence involving Reportable Conduct. **Reportable Conduct** means any sexual offence, or sexual misconduct, committed against, with or in the presence of a child; any assault, ill-treatment or neglect of a child; or any behaviour that causes significant psychological harm to a child, failure to protect or report reportable conduct (under s43B or s316A).

Any volunteer to whom a **reportable allegation** is made or who becomes aware of a **reportable allegation** or **reportable conviction** must report this to the Principal.

We appreciate your support in this matter as Carinya is fully committed to do whatever is necessary to keep your children safe. Thank you again for enriching the life of the school, as you make a significant contribution in your role as a volunteer.

David Jones
Principal - Tamworth

Mark Hampstead
Principal - Gunnedah

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Parent / close relative name: _____

Email address: _____

Contact number: _____

Signature: _____

Working With Children Check number: _____ Date of Birth: _____

(Both required for school to complete a WWCC verification)

Next Steps

Thank you for completing this form. We will send you an email with the link to the online Child Safe module which must be completed before volunteering. Please return this reply slip to Reception, with your 100 points of identification.

OFFICE USE ONLY

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|--------------------------|-----------------------------|-------------|
| <input type="checkbox"/> | WWCC verified | Date: _____ |
| <input type="checkbox"/> | 100 points ID checked | Date: _____ |
| <input type="checkbox"/> | Child Safe module assigned | Date: _____ |
| <input type="checkbox"/> | Child Safe module completed | Date: _____ |