



Merimbula Public School



Volunteering At Merimbula Public School or as part of Merimbula Public School Events/Activities

August 25, 2017.

Dear Parents/Caregivers/Grandparents/Volunteers/Contractors,

The NSW Department of Education is committed to ensuring the safety of all students, visitors, staff and volunteers on site and at off-site school activities. As part of Department policy to ensure safety, volunteers within schools are now required to either: (a) Have a current Working With Children Check (WWCC) for volunteer work, or in the case of a paid volunteer/worker a paid WWCC; or (b) Submit and have checked and approved a “*Declaration for Volunteers and Non Child Related Contractors*” (Attached – Appendix 5).

Who needs a WWCC?:

- All paid/volunteer teaching/support staff (permanent full-time, part-time, casual and temporary - such as, but not limited to, those working in as part of a formal mentoring program, caring for children with disability (whether they are or are not a parent or close relative));
- Department staff engaged in child-related work;
- Volunteers 18 years and over who do not have children/close family relatives in the school (*Appendix 11 also required*);
- Assisted travel personnel;
- Contractors in child-related work (such as, but not limited to, speech pathologists, health workers, band tutors, music tutors) (*Appendix 11 also required*);
- Cleaners;
- Teacher education students undertaking an internship;
- Students undertaking practical training for an educational or vocational course;
- Workers in school who are Priests, Ministers, religious leaders, Special Religious Educators or Special Educators in Ethics;
- Paid employees of the School Parents and Citizens’ (P&C) Association working in schools; *and*
- Volunteers of the P&C who do not have children in the school or are not a close relative of one (*Appendix 11 also required*).

These WWCCs must be official and checked by the Principal, or a delegate, prior to the person’s commencement as a volunteer/staff member in the school. Those workers **listed above** need to provide the school with a WWCC clearance and 100 points of ID, and possibly Appendix 11, in order for them to be verified via an electronic person search system.

Who needs an approved “*Declaration for Volunteers and Non Child Related Contractors*” (Appendix 5)?:

- Parent volunteers and volunteers aged under 18 years;
- Contractors engaged in non-child-related work; *and*
- Volunteers of the P&C working in schools who have children at the school, or close family relatives.

Therefore, parents or close relatives who volunteer at their child's school will need to complete the attached **Appendix 5** to volunteer within our school. They will also need to complete it for any school they volunteer in. This process applies to day-to-day reading helpers, canteen helpers, sports day and event helpers, P&C volunteers etc., who are a parent or close relative to a child at the school at which they are volunteering. These workers DO NOT need a WWCC number and **should**



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not be asked to provide one. These parents/volunteers should complete this *Appendix 5* and present to the school 100 points of ID. This information will then be used to conduct a person search via an electronic casual/volunteer database (known as eCPC).

Original identification must be cited, however it does not need to be copied or retained. Licence, Medicare or other identifications produced will have their numbers recorded. Failure to provide this information will result in the person not being able to volunteer within our school (or other Department schools).

This new process **is now in place**. With us having many volunteers throughout the year, conducting the searches may initially take some time. We will endeavour to have them completed within a week of citing the required identification.

Once volunteers have had their WWCC and/or Attachment 5 processed, and their search conducted successfully, they will be notified, as well as placed on the school register for future reference. Parents/close family members will remain on the school's Volunteer Register until their last child leaves the school OR until they notify the school Principal of:

- (a) any refusal to grant them a working with children check clearance under the NSW *Child Protection (Working with Children) Act 2012*;
- (b) the cancellation of any working with children check clearance they may hold under the NSW *Child Protection (Working with Children) Act 2012*;
- (c) the imposition of an interim bar under the NSW *Child Protection (Working with Children) Act 2012* that prevents them from engaging in child-related work that requires a working with children check clearance; OR
- (d) any conviction imposed on them for an offence, or finding that they are guilty of an offence, or finding that the charge for an offence against them is proven, where the offence is of the kind referred to in the attached Declaration (ie if they are a disqualified person within the meaning of Section 18 of the NSW *Child Protection (Working with Children) Act 2012*).

At Merimbula Public School we appreciate the hard work of our volunteers, canteen helpers, reading group helpers, volunteer coaches, library volunteers, sports day and event volunteers and Mother and Father's Day Stall and fundraising volunteers. We understand that this new process may be confronting, and timely to set up in the beginning, however appreciate that our families, staff and volunteers all want the best for our students in keeping them safe.

If you are one of our school volunteers, or would like to volunteer to support the school and/or P&C in the future, please complete *Appendix 5* as provided and bring it to the front office with your 100 points of identification. If you do not have a child, or close family member, at our school but still wish to volunteer, please bring in your approved WWCC and 100 points of identification and we will give you *Appendix 11* to complete. Once your application has been searched and approved you will again be able to volunteer within our school and support it in being the best that it can be.

Yours Sincerely



Michelle Hulme
Principal