

Working as a Volunteer in our school!

Thank you parents and friends for your generosity in offering your time as a volunteer at St Joseph's Wingham. Our school is enriched by your offering and assistance and we hope that you will continue to support our wonderful school.

As you are aware there have been legislation changes around 'Working with Children Checks' in NSW and in response the Catholic Schools Office has implemented new processes and procedures for '*volunteers*' within our system. This means that in your role as a volunteer you will need to apply for a 'Working with Children clearance' through the Office of the Children's Guardian at <http://www.kidsguardian.nsw.gov.au> and this process is *Free* for volunteers. Once you have obtained your receipt number you need to print this out and then take it into the Roads & Maritime Services in Taree to complete the WWCC process. Alternatively, you can now apply online at the Roads & Maritime Services instead of at home. This will then allow you to receive your WWCC number.

Once you receive your WWCC number, please bring this into the office (together with 100 Point Proof of ID check) and Mary will complete "WWCC clearance number verification & declaration form, for volunteers & contractors". Once verified by the school, it will be lodged with Catholic Schools Office- Zimmerman Services.

Your contribution to our school is significant and valued. By complying with CSO procedures we are ensuring that the safety of our students at St Joseph's is paramount. If you have any further questions, please do not hesitate to ask.

Volunteering includes canteen, sporting activities and in the classroom