



Working with Children Check Volunteer Fact Sheet

The majority of parent volunteers in schools do not need to obtain a WWCC clearance

In this factsheet, the term “parent” includes close relative of the child. See the WWCC procedure for definitions.

Which volunteers do not need to obtain a WWCC clearance?

The vast majority of volunteers in schools are parents of a child attending the school at which they are volunteering.

Other than the three very specific criteria for specified volunteers listed below, most parent volunteers coming into the school are **exempt** from obtaining a WWCC clearance, regardless of the volunteering activity they are undertaking or the length of time the activity takes.

Some examples of exempt volunteers are (note- this list is not exhaustive):

- Parents volunteering for reading groups in primary schools
- Parents volunteering at a school fete
- Parents volunteering to attend excursions
- Parents volunteering at the canteen

Are there requirements for volunteers who are exempt from obtaining a WWCC clearance?

Yes. **Exempt** volunteers need to complete the **Volunteer Declaration Form** and **provide 100 points of ID**.

Which volunteers need a WWCC clearance?

There are only three types of volunteers in schools who need to obtain a WWCC clearance with the Office of the Children’s Guardian (OCG). These volunteers are known as specified volunteers. The three types of specified volunteers are:

1. Volunteers providing personal care services to children with disabilities involving intimate contact with those children (such as assistance with toileting, bathing or dressing). This includes parent volunteers providing these services; or
2. Volunteers providing mentoring services as part of a formal mentoring program provided by a government or non-government agency; or
3. People volunteering at a school (in any volunteering role or capacity), who are not parents or close relatives of a child attending the school at which they are volunteering

Becoming a Volunteer at the Academy

Parents wishing to apply to be considered as a volunteer at the Academy should complete the **Volunteer Declaration Form** and provide **100 points of ID** and send to legal@aia.nsw.edu.au.

Once received, the Academy will consider your details and you will be notified only if you have been included in the Academy’s limited Volunteer Pool.

Parents may also be invited to apply for specific events should the need arise.



Declaration for Volunteers/Contractors
Australian International Academy

This declaration is to be completed by Volunteers or Contractors who are engaged within the Australian International Academy but who are not required to obtain a Working with Children Check.

- 1. This declaration is to be completed by (i) volunteers who will have direct contact with children; and (ii) contractors who may or will have direct contact with children in the provision of administrative, clerical or maintenance services or other ancillary services; however the work will not ordinarily involve contact with children for extended periods.

Once the person has completed and provided this declaration, the person can commence engagement as a volunteer or contractor. The completed declaration will be filed securely at the Academy in accordance with the Academy's privacy policy (available on the website).

- 2. This declaration does not apply to:
(i) Volunteers and contractors who will provide personal care services to children with disabilities involving intimate contact with those children (such as assistance with toileting, bathing or dressing), or mentoring services as part of a formal mentoring program provided by a government or non-government agency – who will be required to obtain a Working With Children Check (WWCC) Clearance Number (as issued by the NSW Office of the Children's Guardian) as a condition of engagement. If they do not have this yet, they must apply to obtain this from the NSW Office of the Children's Guardian.
(ii) Contractors whose work will ordinarily involve direct contact with children for extended periods – these contractors will be required to have a WWCC Clearance Number as a condition of engagement.

Form with fields: Surname, First Name, Middle Name, Other names/aliases, Gender (Female/Male), Date of birth, Place of birth, Telephone, Address, State, Postcode, Volunteer Activity.

It is an offence for a disqualified person within the meaning of the Child Protection (Working with Children) Act 2012 (the Act) to undertake or remain in child-related employment, including volunteer work. Without limiting the application of the Act, this includes persons who have been convicted of the following offences (including equivalent offences in other states):

- murder of a child;



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- manslaughter of a child (other than as a result of a motor vehicle accident);
- an offence involving intentional wounding or causing grievous bodily harm to a child by an adult who is more than 3 years older than the victim;
- the common law offence of rape or attempted rape;
- an offence under the Crimes Act 1900 relating to sexual assault, aggravated sexual assault, aggravated sexual assault in company, assault with intent to have sexual intercourse, indecent assault, aggravated indecent assault, or the attempt to commit any of these offences;
- an offence under the *Crimes Act 1900* relating to sexual intercourse-child under 10, attempting, or assaulting with intent, to have sexual intercourse with child under 10, sexual intercourse-child between 10 and 16, attempting, or assaulting with intent, to have sexual intercourse with a child between 10 and 16, persistent sexual abuse of a child, procuring or grooming child under 16 for unlawful sexual activity, sexual offences-cognitive impairment, sexual intercourse with child between 16 and 18 under special care;
- an offence under the *Crimes Act 1900* relating to incest, incest attempts, bestiality;
- an offence under the *Crimes Act 1900* relating to sexual assault by forced self-manipulation, causing sexual servitude, conduct of business involving sexual servitude;
- kidnapping unless the offender is or has been the child's parent or carer;
- an offence under the *Crimes Act 1900* relating to promoting or engaging in acts of child prostitution, obtaining benefit from child prostitution, premises not to be used for child prostitution, production, dissemination or possession of child abuse material;
- an offence under the *Crimes Act 1900* relating to injuries to child at time of birth, abandoning or exposing a child under 7 years;
- an offence under the *Crimes Act 1900* relating to voyeurism, filming a person engaged in private act, filming a person's private parts;
- an offence under the *Crimes Act 1900* relating to installing device to facilitate observation or filming;
- an offence under the Criminal Code of the Commonwealth relating to sexual intercourse with child outside Australia, aggravated offence-child with mental impairment or under care, supervision or authority of defendant, persistent sexual abuse of child outside Australia;
- an offence under the *Criminal Code of the Commonwealth* including procuring child to engage in sexual activity outside Australia "Grooming" child to engage in sexual activity outside Australia;
- an offence under the *Criminal Code of the Commonwealth* relating to sexual servitude offences against a child;
- an offence under the *Criminal Code of the Commonwealth* relating to using a postal or similar service for child pornography material; or
- Attempt, conspiracy or incitement to commit the above offences.

Privacy

The Academy complies with its obligations under the Australian Privacy Principles to protect your personal information and only use it for the purposes for which it is collected or other related lawful purpose.

Declaration

I declare that I am not a disqualified person within the meaning of the Child Protection (Working with Children) Act 2012. I undertake, as a condition of my continuing to perform child-related work (including volunteering) that I will notify the Academy of any conviction imposed on me for an offence, or finding that I am guilty of an offence, or finding that the charge for an offence against me is proven, where the offence is of the kind referred to in this Declaration.

I am aware that providing false or misleading information in this document may lead to the Academy:



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- withdrawing any offer of engagement that it has made to me;
- terminating my engagement;
- considering any false or misleading information I provide, when considering any future applications by me for employment or engagement; and/or
- referring the fact and details of the false/misleading declaration to the Police or Office of the Children’s Guardian.

By signing this declaration, I also agree to:

- act in accordance with Academy expectations, including in a professional and cooperative manner with Academy staff and students;
- take reasonable care for my own health and safety and that I will not adversely affect the health and safety of others;
- carry out tasks within the role I am assigned and not to perform duties that I do not have skills to undertake;
- cooperate with reasonable policies, procedures and instructions given by the Academy
- refer all student concerns or behavioral issues to the Academy (and to supervising staff on the day of the activity);
- notify the Academy as soon as possible if I am unable to fulfil my volunteer commitment;
- report all workplace safety incidents or injuries to the Academy; and
- not take any photographs of any students on any personal devices.

Signature:

Date:

IDENTIFICATION

DOCUMENTS	POINTS
<p>Primary documents</p> <ul style="list-style-type: none"> • Birth Certificate • Birth card issued by the NSW Registry of Births Deaths and Marriages • Citizenship Certificate • Current Australia Passport • Expired Australian Passport which has not been cancelled and was current within the preceding two years • Current passport from another country or diplomatic documents 	70
<p>Secondary documents – must have a photograph and a name. The first item from this list is worth 40 points. Any additional items used are worth only 25 points each</p> <ul style="list-style-type: none"> • Current driver photo licence issued by an Australia state or territory • Identification card issued to a public employee • Identification card issued by the Australian or any state government as evidence of a person's entitlement to a financial benefit • Identification card issued to a student at a tertiary education institution 	40
<p>Document – must have name and address</p> <ul style="list-style-type: none"> • Document held by a cash dealer giving security over property • A mortgage or other instrument of security held by a financial body • Council rates notice • Document from current employer or previous employer within the last two years • Land Titles Office record • Document from the Credit Reference Association of Australia 	35
<p>Document – must have name</p> <ul style="list-style-type: none"> • Current credit card or account card from a bank, building society or credit union • Current telephone, water, gas or electricity bill • Foreign driver's licence • Medicare card • Electoral roll compiled by the Australian electoral Commission • Lease / rent agreement • Current rent receipt from a licensed real estate agent • Records of a primary, secondary or tertiary education institution attended by the applicant within the last 10 years • Records of a professional or trade association of which the applicant is a member 	25