

Working with Children Check Volunteer Factsheet



Some volunteers in schools need to obtain a WWCC clearance

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

Exempt volunteers do not need to obtain a WWCC clearance

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

Other than the 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
- Parents volunteering at a school fete
- Parents volunteering to attend day time excursions
- Parents volunteering at the canteen

Are there other requirements for exempt volunteers?

Yes. **Exempt volunteers** need to complete appendix 5 of the [WWCC Procedure](#) and provide 100 points of ID.

Which volunteers need a WWCC clearance?

Some volunteers in schools need to obtain a WWCC clearance with the Office of the Children’s Guardian (OCG). These volunteers are known as **specified volunteers**. The four 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; or
4. Parents and other people volunteering at school camps or overnight excursions

For guidance on how to apply for a WWCC clearance, specified volunteers should follow the instructions in appendix 4 to the WWCC Procedure.

What action does the school need to take?

Schools must check all volunteers (whether exempt or specified volunteers) on the “not to be employed” database prior to any engagement.

For exempt parent volunteers, schools must collect a completed appendix 5 of the [WWCC Procedure](#) and 100 points of ID for each volunteer.

For specified volunteers, schools must collect each volunteer’s WWCC clearance, completed appendix 11 and 100 points of ID. The school then enters the volunteer into eCPC as a contractor and a request for verification is initiated. The volunteer cannot commence in the volunteering role until eCPC shows that the volunteer is “Cleared”.

For more information refer to the [WWCC Policy](#) and [Procedure](#) or contact:
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