

CHECKLIST FOR ELIGIBILITY FOR WWCC EXEMPTION IN SCHOOLS FOR VOLUNTEERS OR CONTRACTORS (Version 2019)

If the applicant to volunteer or contractor ticks (✓) any of the following criteria set out in PART 1– the applicant may be able to be given an exemption from obtaining a Working with Children Check Clearance number from the Office of the Children’s Guardian.

However, **an exemption may only be granted by a member of the School’s leadership** (Principal or Assistant Principal).

If an exemption is authorised by a school leader, PART 2 must be completed, with the school leader signing off and dating this checklist. This form must be retained by the school.

The applicant will complete the Diocese of Maitland-Newcastle, Exempt from obtaining WWCC Declaration as found in the Volunteer Induction Handbook, sections (1), (2), (3) and the school employee will complete section (4).

PART 1:

CRITERIA	✓
A worker (<i>other than a school cleaner</i>) who provides administrative, clerical or maintenance services, or other ancillary services, if the work does not ordinarily involve contact with children for extended periods.	
A worker who works for a period of not more than a total of 5 working days in a calendar year, if the work involves minimal direct contact with children or is supervised when children are present.	
A worker who is under the age of 18 years.	
A worker (volunteer or contractor) from outside NSW is visiting a one-off event (e.g. a jamboree, sporting or religious event or tour), it’s the only event that they will undertake in NSW in the calendar year and they don’t work for longer than 30 days.	
A worker who is working in and visiting New South Wales from outside the State for the purposes of child-related work, who holds an interstate working with children check in the jurisdiction in which the person ordinarily resides and the period of the child-related work in New South Wales does not exceed a total of 30 days in any calendar year.	
A visiting speaker, adjudicator, performer, assessor or other similar visitor at a school or other place where child-related work is carried out if the work of the person at that place is for a one-off occasion and is carried out in the presence of one or more other adults.	

PART 2:

I as Principal / Assistant Principal of

confirms that is a volunteer who has an exemption under clause 20 of the *Child Protection (Working with Children) Regulation 2013*.

Signature:

Date:

ALL other applicants to volunteer or contract in the school, who have face-to-face contact with children, **MUST** obtain a **Working with Children Check Clearance number from the Office of the Children’s Guardian** and then present to the school with a government issued photo ID -or- be known to a responsible school employee (principal, assistant principal, office manager) for at least 12 months and that responsible employee is able to identify the volunteer.