

# NOWRA CHURCH OF CHRIST:

## 'A SAFE SPACE FOR CHILDREN'



Thanks for Volunteering in Children's Ministry (or other child-related role) at Nowra Church of Christ. As part of keeping our kids safe, we require all volunteers to:

- Complete a **Working With Children's Check**  
*[providing you are not exempt, as discussed below]*
- Attend a **'Safe Churches' Training Session**

To make life a little easier, we have put together this information sheet to let you know how to apply for a Working with Children's check.

All of the information below has been summarised from the Office of the Children's Guardian (OCG or Children's Guardian hereafter) website. <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/apply/apply>

For further information about working with children at Nowra Church of Christ read:

- Nowra Church of Christ: Child Protection Policy (May 2016)
- Nowra Church of Christ: Behaviour Management Policy
- Nowra Church of Christ: Code of Conduct for Volunteers

## WORKING WITH CHILDRENS CHECK - NSW

It is a requirement of NSW Legislation *Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013* that all people over the age of 18 years of age who work or volunteer in a child-related role have a current Working With Children Check [WWCC].



There are 2 types of WWCC's:

<b>Paid Worker WWCC</b>	Cost \$80 (payable at the RMS)
<b>Volunteer WWCC</b>	Free



If you have an official work contract or employment agreement (in which you are remunerated for work performed), you will need to apply for a **PAID WORKER WWCC**.

If you volunteer in any child-related ministry (or any ministry in which you are left to supervise a child/children) you will need to apply for a **VOLUNTEER WWCC**.

# SOME COMMON QUESTIONS:

## Q. Do I need a WWCC:

A. Generally speaking; YES! Anyone who volunteers in a role with Children requires a WWCC. There are some exemptions (see the next page "Parent Helper Exemption")

<https://www.youtube.com/watch?v=JTzXyEQfWGg>

## Q. How long is my WWCC valid for?

A. Working with Children's Checks are valid for 5 years from date of application approval. If you commence paid employment (and you only have a volunteer check) you will need to logon to the Kids guardian page and nominate "Change from Volunteer to Paid".

## Q. What gets checked when I apply for a WWCC?

A. Follow this link for information. <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/about-the-check/what-gets-checked>

## Q. Don't I already have a WWCC? I filled out a piece of paper years ago?

A. You are most likely recalling the old system. The WWCC system changed in 2013. If you don't recall filling out an application online and/or don't have a WWC #, then you don't have a current WWCC and will need to apply (See below "How to Apply for a WWCC").

Under the old system, a person would have to complete a new application for every employer/organisation in which they worked or volunteered. Under the new system, you are only required to apply online once then receive a WWCC#. You provide this WWCC number (and your date of birth) to your employer / volunteer organisation and they verify that you are 'cleared' to work with children. (This also adds you to that organisations list as being a person who Works with Children in this context).

<http://www.kidsguardian.nsw.gov.au/about-us/who-we-are/our-legislation/legislative-changes/legislative-changes>

<http://www.kidsguardian.nsw.gov.au/about-us/who-we-are/our-legislation/legislative-changes/summary>

## Q. I have a valid WWCC in another Australian State/Territory. Is this Valid in NSW?

A. No, you require a NSW WWCC.

Visit *Office Children's Guardian FAQ (WWCC) for other common questions.*  
<http://www.kidsguardian.nsw.gov.au/FAQ.aspx?SectionID=4>

# PARENT HELPER EXEMPTIONS:

There are many exemptions to requiring a WWCC. However, the exemption that applies in the context of Nowra Church of Christ is to Parent Helpers. *(You can visit the OCG's website for further list of exemptions).*

## **You are EXEMPT from requiring a WWCC as a 'Parent Helper' IF: ....**

You volunteer infrequently (e.g. once or twice per term) in the same program that your child attends, and your child is present on the day(s) that you volunteer.

If you are NOT the parent of any of the children who attend the program, or your child is absent from the program then you DO require WWCC.

## **Examples of when you REQUIRE a WWCC as a 'Parent Helper': ....**

If you have a child in the HUGS program, but Volunteer as a parent helper in GLO then you DO require a WWCC.

If, however, you have a child who usually attends the HUGS program (where you are serving), however is absent (they might be sick on that particular day), and you are rostered to serve in HUGS on this day, you now need a WWCC! ... *(It seems silly I know!)*

As you can see, it can quickly become a scenario in which you do need to have WWCC!

While there is some minor inconvenience (time taken!) to applying for a WWCC, it is the recommendation of Nowra Church of Christ to apply for one anyhow even if you believe that you are exempt. There is no cost associated with a Volunteer check. *(follow the instructions on the next page).*

If you are still unclear as to whether you DO or DON'T need a WWCC, please contact the office (02 4488 1340, or email [admin@ncofc.org.au](mailto:admin@ncofc.org.au)) for clarification.

# HOW TO APPLY FOR A WWCC (Paid or Volunteer)

Follow this Youtube link for a thorough video tutorial of 'How to Apply'

<https://www.youtube.com/watch?v=1pVxHDQ9yBs>

## 1. Complete an application online: (by following the below link)

<https://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/apply/apply>

If the online system is down contact Children's Guardian Customer Service on (02) 9286 7219 for assistance. If you don't have access to an internet connection, please contact the Nowra Church of Christ Office (02 4488 1340) to make a time to come in and complete an application at the office.

The screenshot shows the 'Working With Children Check' application page. On the left, there is a sidebar with 'Questions before you start?' and links to video tutorials for employers and individuals. The main content area has a header 'Working With Children Check' and a 'Your Check' section with buttons for 'FAQ', 'Update your details', and 'Apply for your Check' (circled in red). Below this is a 'Verify' section with buttons for 'Individuals (e.g. parents) verify' and 'Employer log in and verify'. At the bottom, there is an 'Employer registration' section with an 'Employer register' button.

**Note:** Remember to update your details in the event of moving house; changing email/phone.

### PLEASE NOTE:

The details on your application (e.g. name / date of birth) **MUST** Match the details on your chosen identity document (e.g. licence / Photo ID Card) otherwise you will need to complete a new Application form when you arrive at the RMS. So **take care with spelling and detail!**

Also, Please take note of the email address that you specify on the Application. This is where you will receive notification of the outcome of your Application (APP# / WWCC#)

## 2. After completing the online application

Once you have made an application, you will receive an application number (APP#).

As above... **Details provided on your application must be EXACTLY the same as your identity documents.**

### **3. Take your APP# and ID to the Roads Maritime Service Agency or Service NSW**

In order for your application to be processed, present your application number to the Roads and Maritime Services (RMS) Agency or Service NSW, along with your ID (the same ID that you described on your Application form).

It is a requirement for you to be in NSW in order to obtain a WWCC Clearance. Once your application has been processed, the Children's Guardian will notify you of the outcome by email or post.

### **4. What do I do when I have received my WWC Number? (Verifying Your Application)**

When you have successfully applied, you will receive an 11 character long verification ID which looks like WWC0XXXXXXX.

This is your unique number which you then provide to any organisation that you volunteer (or work for) along with your Date of Birth.

That organisation then has the responsibility of verifying that your WWCC is current and that you have 'Clearance' to work with children.

**Please make sure that you provide you WWCC # AND Date of Birth to the Office (email it to [admin@ncofc.org.au](mailto:admin@ncofc.org.au)). You are not fully cleared for work with children until your WWC has been verified under the employers (in this case Nowra Church of Christ) account.**

## **SAFE CHURCHES TRAINING SESSIONS**

In keeping with the 'spirit' of legislation and in maintaining a child safe organisation the leadership of Nowra Church of Christ believes that is in the best interest all leaders and children that our Children's Program leaders attend a Child Safe Training Session. *[NB: Parent Helpers do not have to do this training].*

The Children's Guardian (OCG) have set a curriculum to provide the skills and resources necessary to help you establish more effective methods to address risk and focus on creating safe environments for children and young people. While this is a generic course for all workplaces and volunteer organisations, The National Council of Churches in Australia (NCCA) have taken this curriculum and created the 'Safe Churches Training' Program which is contextualised to church ministry and is endorsed by the Children's Guardian (i.e. you can do this course instead of OCG Course).

The Baptist Church and Anglican Church facilitate these courses regularly throughout the year.

#### **Participants will learn about:**

- Creating a child safe culture and program (Overarching principle)
- 'Safe leaders': Due diligence; Codes of conduct and Support systems for leaders
- Situational prevention and effective risk management (Protecting Vulnerable People)
- Complaints management techniques  
(Responding to incidents, grievances or allegations of misconduct)
- Obligations under the Working With Children Check / Child Protection legislation

A register is kept of those who have attended this training. If you haven't attended training you will receive an email when the next available local course is coming up.

## FURTHER INFORMATION

Office Children's Guardian FAQ (WWCC)

<http://www.kidsguardian.nsw.gov.au/FAQ.aspx?SectionID=4>

OCG Article 'Is it a Safe Place for Kids?'

<http://www.kidsguardian.nsw.gov.au/ArticleDocuments/495/safeplaceforourkids.pdf.aspx?Embed=Y>

Office of Children's Guard – Fact Sheets and Other Resources

<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/resources>

## CONTACTS:

### **Nowra Church of Christ – Administration**

(Monday | Tuesday | Thursday 9:30 – 4:30PM)

[admin@ncofc.org.au](mailto:admin@ncofc.org.au)

02 4488 1340

Physical Location: 15 Crest Avenue North Nowra NSW

Postal Address: PO Box 3195 North Nowra NSW

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### **Office of the Children's Guardian - WWCC**

Phone: 02 9286 7219

Fax: 02 9286 7201

Email: [check@kidsguardian.nsw.gov.au](mailto:check@kidsguardian.nsw.gov.au)

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### **FreshHope (Churches of Christ NSW)**

Churches of Christ in NSW

Level 1 No 3 Rider Boulevard

RHODES NSW 2138

Postal Address:

PO Box 3561

RHODES NSW 2138

Telephone: (02) 8719 2600

Fax: (02) 8719 2601

Email: [office@freshhope.org.au](mailto:office@freshhope.org.au)

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### **National Council of Churches in Australia (NCCA)**

Safe Churches Program (SCTA)

[www.safechurches.org.au](http://www.safechurches.org.au)

Corinne Lindsell

(Safe Church Program Officer)

(02) 8529 0805