Flow Chart for Working With Children Check

It is mandatory for all volunteers and locally employed staff hold a current Working With Children Check (WWCC).

The Principal has overall responsibility for ensuring all volunteers have a current WWCC. The administration staff will process and maintain an up to date register of volunteers who meet requirements, and will ensure this is shared with all classroom teachers.

"I want to volunteer at school. What is the process?"

Do you have a Working With Children Check (WWCC)?

Yes
Provide your WWCC to the office.

No

The administration to check that the card is current and the photo matches with the volunteer. If card is current: green path. If card is NOT current: red path.

Card to be copied and filed in WWCC folder.

Office staff to inform classroom teachers of who has a current WWCC.

You are now able to volunteer.

When WWCC is completed, provide to the office.

Volunteer will be informed by the Department of Justice when WWCC about to expire.