



WWCC requirements for visitors and volunteers

Please Note: If a person is already cleared in eCPC, they are only required to provide one form of photo ID and sign in and out of the school.

	WWCC	100 points of ID	Appendix 5 declaration	Appendix 11 declaration	Organisation-issued ID	Photo ID (eg driver licence)	Person search eCPC	Screen as Volunteer/ Contractor via eCPC
1 Parents and close relatives (not covered in 2 below)		✓	✓				✓	
2 Parents providing intimate, personal care to children with disabilities, part of a formal mentoring program, attending overnight camps	✓	✓		✓			✓	✓
3 Any other adult volunteers who will have direct contact with children	✓	✓		✓			✓	✓
4 Guest speakers, presenters and others who will only have supervised contact with children						✓	✓	
5 Parent and close relative volunteers engaged by the P&C		✓	✓				✓	
6 All other volunteers engaged by the P&C	✓	✓					✓	✓
7 Paid employees of P&C who will have direct contact with children (process managed by P&C)	✓	✓		✓			✓	✓
8 Volunteers aged under 18 years		✓	✓				✓	
9 Representatives of industrial organisations					✓		✓	
10 Visiting child-related government employees. eg NSW Health or FACS					✓	✓	✓	
11 SRE/SEE's & Prac Students	✓					✓	✓	

DEFINITIONS

'Close relative' refers to a:

- sibling, step-sibling, parent, step-parent, grandparent, step-grandparent, aunt, uncle, niece or nephew of the person
- in the case of an Aboriginal person or a Torres Strait Islander, a person who is part of the extended family or kin of the person according to the kinship system of the person's culture.

'Direct contact' is physical or face-to-face contact.

'Industrial organisations' refers to bodies such as the NSW Teachers Federation and Public Service Association of NSW.

SRE and PRAC STUDENTS

ADDITIONAL REQUIREMENTS

- SRE/SEE – approved provider needs to confirm to the Principal in writing, names and DOB and confirm that they they have verified their workers WWCC clearance.
- PRAC students – course workplace supervisor needs to confirm to the Principal in writing that the person has met any relevant requirements under the Child Protection (Working with Children) Act 2012.

RETENTION OF INFORMATION

The department has comprehensive guidelines for the retention of identity when schools request this of contractors, which comply with the Payment Card Industry Data Security Standard (PCI DSS). This policy says, in part, that customer credit/debit card data must never be written down or stored. When credit/debit cards are used for identification purposes, only the front of the card with the cardholder name is copied and the numeric details of the cards obscured. The identification documents must be securely kept by the school for seven years post engagement and then disposed of in a secure manner, such as shredding.

- Where a person is required to provide their drivers licence, you are only to sight the licence. You are not required to retain a copy.