

Dear Parents,

In line with Sydney Catholic Schools policy, the requirements to volunteer from 2024 is detailed below. It is important that all volunteers are inducted in Child Safe requirements. Persons seeking to volunteer in any capacity eg. Excursions, reading groups, sport supervision, athletics or swimming carnivals in a Sydney Catholic School MUST complete EITHER of the two options outlined below.

Option 1:

1. Obtain and provide a copy of a Working with Children Check (WWCC) from Service NSW. (Go to "Apply for a Working with Children Check" at

<https://www.service.nsw.gov.au/services/working-with-children>. There is no fee to apply for a Working with Children Check as a Volunteer. It may take 4 weeks to receive the WWCC document. If cleared the WWCC will be valid for a period of 5 years. Once received, you must forward a copy of the whole document from the Office of the Children's Guardian to the school office.

2. Complete the Sydney Catholic Schools Volunteers Working with Children Accreditation which involves being inducted in child protection, reading and understanding the obligations and procedures under the relevant child protection legislation and SCS policies, as well as providing your Working with Children Check (WWCC) clearance number for verification by SCS. Please go to the following:

<https://childsafecommunities.syd.catholic.edu.au/> The School office must be provided with a verification email from SCS. Once accredited you will receive automated reminders to your registered email address informing you to complete the most recent undertaking (updated annually in the month of January) and to renew your expiring WWCC (when it is three months from its expiry) in order to maintain your WWCC accreditation as a Volunteer with SCS.

3. Complete the [*Safe Schools Expectations Undertaking Form](#) and return to the school office

4. Read the SCS Volunteer Resource Kit (see attachment)

OR ALTERNATIVELY:

Option 2:

1. For parents who do not wish to provide a WWCC, you are required to undergo an annual face to face induction in Child Safe Communities at the School. The school will advertise these dates at the beginning of 2024.

2. Complete the * Safe Schools Expectations Undertaking Form and return to the school office

3. Read the SCS Volunteer Resource Kit

*** It is compulsory for all volunteers engaged by the school to complete the Safe Schools Expectations Undertaking Form annually, regardless of the duration of engagement with the school.**

It is expected that all volunteers (including parents, family members) undertake either process as outlined prior to volunteering at Sacred Heart. If the complete process in each case is not

completed, then you will not be able to volunteer until such time as all documentation is received in the school office.

Sacred Heart values the input and time given by the many volunteers who help create safe and productive learning environments for our students. We welcome the interest and generosity of those wanting to be involved in the school as a volunteer.

If you have any queries please contact the office on 9969 6600 or info@shmosman.catholic.edu.au

Jane Taylor

Assistant Principal