



VOLUNTEERS at GOSFORD PUBLIC SCHOOL

Ph: 4349 3600

Dear Volunteer

Thank you for volunteering to work within our school. Your help is very much appreciated by our school community. Before you begin, there is a mandatory 'Working with Children Check' requirement which the school requires you to have completed.

We understand that not everyone has computer or internet access or an available printer. Therefore, the school office and library staff are happy to help you with your application if you require it.

The following is a guide to help you complete the Working with Children Check online at the Office of the Children's Guardian website.

PLEASE NOTE: There is **NO** payment required for a **VOLUNTEER** check.

1. Visit the website <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>
2. Have your driver's licence or NSW photo card ready – Enter your details EXACTLY as they appear on your ID
3. Make sure you select volunteer as indicated on the screen shot below

the working with children check

You are filling out a NSW Working With Children Check Application

Application for a NSW Working With Children Check

PLEASE NOTE: Details you provide in this section must match your proof of identity documents EXACTLY. If information differs, your proof of identity may not be accepted by the motor registry / Council Agency.

Personal details

Title *
-- Please select --

First given name *

OR No first given name
Other given names *

OR No other given names
Family name *

Gender *
 Female Male Unknown / other
A minimum of 1 contact number is required

Home / private phone (include area code)

Business phone (include area code)

Mobile

Email address

Please confirm your email address

Birth details

Date of birth *
dd/mm/yyyy

Town *

Country *
Australia

State / Territory: *
-- Please select --

Purpose for check *

Paid employee
 Self employed
 Volunteer, authorised carer, adult household member, student on a professional placement, prospective adoptive parent
 Child-related sector *

Confirm identity

Select the identity document you will present to a NSW motor registry or Council Agency to confirm your identity.

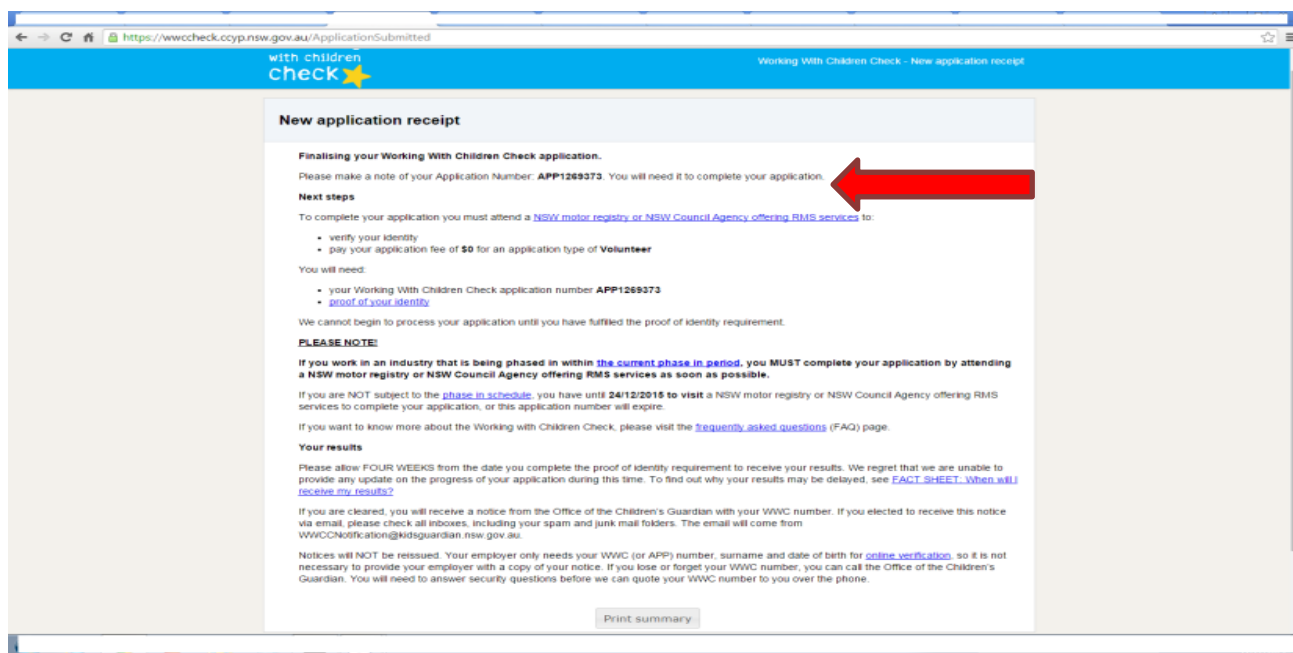
Australian Driver/ Rider Licence, current or expired within the last 2 years
Licence Number: _____

State: -- Please select --

NSW Photo Card, current or expired within the last 2 years
Photo Card Number: _____

Other Documents

4. Make note of your application number and print off your receipt.



5. Take your application number and Identification documents to your local RMS. They will issue you with a WWC (Working with Children's check) number within 4 – 21 working days.
6. When your WWC check number comes back to you please supply it to the school. We will then register you as a volunteer with our organisation via the Office of Children's Guardian.

Please make sure that you come to the administration office every time you enter the premises. The sign on book is located under the trophy cabinet in the main foyer. Please sign on, take a visitor pass lanyard and wear it so it is visible. It is essential that the book is signed off EVERY time you leave the premises and a time of departure entered.

In the event of a lock down or evacuation, this book is checked for persons on site. By not signing on and off each and every visit the safety of others may be put at risk as our staff attempt to account for all visitors on site.

Thank you for your assistance and cooperation in complying with these checks. We know you will understand that the safety and well-being of our children is our foremost concern.

John Anderson
PRINCIPAL