## Appendix 3

## Volunteers – The Secret Ingredient

Working with Children Checks

The Working with Children Procedures should be followed very carefully.

This information can be found by following the below pathway:

1. Log on to the DET Portal
2. Access the DEC Home Page
3. Go to Policies and Procedures
4. Go to A-Z of all DET Policies
5. Scroll down to the *Working with Children Check*

Appendix 1 - [Determining which checks are required](Working-with-Children-Check-Appendix1-WWCC-Requirements.pdf)  Pay particular attention to section 2. Volunteers

Appendix 2 - [Checklists for School Principals](Working-with-Children-Check-Appendix2-Checklist-for-School-Principals.pdf)  Pay specific attention to section 3.1 and 3.2 Volunteers and Contractors

 Appendix 4 - [How to apply for a working with Children Check Clearance](Working-with-Children-Check-Appendix-4-Information-for-applicants.pdf); Appendix 5 – [Declaration for Volunteers and contractors](Working-with-Children-Check-Appendix-5-WWCC-Declaration-for-volunteers-and-contractors.pdf) and

Appendix 6 – [Proof of identity](Working-with-Children-Check-Appendix-6-Proof-of-Identity.pdf)

**\*To determine if someone is on the “not to be employed” list, contact Staffing Services on 02 92867276 or email newcheck@kids.nsw.gov.au**

****