

Memorandum

Date: 22 February 2018
To: Incumbents and Parish Secretaries
From: Parish Services
Subject: **Renewal of the Working with Children Check (WWCC)**
Document: 010-2018

Dear Incumbents and Parish Secretaries

In June 2013 the NSW Office of the Children's Guardian brought in changes to the Working with Children Check which required all people holding a WWCC to re-apply under the new system.

As the WWCC is valid for a five year period, the Diocesan Office wishes to give advance notice to parishes that they may have people who obtained or renewed their WWCC in 2013 who will now need to start preparing for their 2018 renewal.

WWCC Renewal – How this will Work

From 1st March 2018 the NSW Office of the Children's Guardian will begin contacting individual WWCC holders three months prior to their expiry date. They will contact individuals by email or text message. Note that these renewals cannot be processed until the person receives their email / text alert which will contain the information on how to renew the WWCC.

It is therefore important that individual check holders make sure their contact details are current with the NSW Office of the Children's Guardian.

Information on this process and how to check and update contact details is available at the NSW Office of the Children's Guardian via:

Phone: 13 77 88

Website:

<http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/about-the-check/when-to-renew>.

The Process:

- Individuals will keep their existing WWCC number
- Their WWCC expiry date will change
- Individuals will need to advise their WWCC status, once received, to their parish and to the Diocesan Office (See enclosed form for this purpose)
- The parish and Diocesan Office will then obtain verification of the new clearance and expiry date via the NSW Office of the Children's Guardian website.
- The parish will update their Delegation of Authority Register with the information
- The Diocesan Office will hold this information in their database.

Parishes are Asked to:

- Help people in their parish who may need assistance with applying or renewing their WWCC
- Assist people with advising the Diocesan Office of their status via the enclosed form, emailing it to: parishreturns@newcastleanglican.org.au.
- Following the parish Annual General Meeting, advise their 2018 Parish Secretary and Treasurer details to the Diocesan Office as soon as possible to: parishreturns@newcasatleanglican.org.au.

The Diocesan Office will Assist:

Over the course of the next months the Diocesan Office will email Incumbents and Parish Secretaries a tailored list of people associated with their parish (as currently listed in the Diocesan database). This list will also contain Safe Ministry Training information and renewal dates.

With this list we ask that you:

- Advise people as their renewals are due (give plenty of advance notice if possible)
- Advise us of any contact details that need to be updated or of any people who are no longer with your parish to: parishreturns@newcasatleanglican.org.au.
- Keep the parish Delegation of Authority Register updated.

We thank you for your assistance in this important work. If you have any queries please feel free to phone the Diocesan Office and speak with a member of Parish Services.

Kind regards



Linda Wilson
Chief Operating Officer

Enc: Working with Children Check Notification