

## Working with Children Check Clearance Number Verification & Declaration Form (for volunteers & contractors)

I,  of   
born on  declare that I am 'working' for

### Section 1: WWCC Clearance Number

I have a valid NSW Working with Children Check (WWCC) Clearance Number from the Office of the Children's Guardian (OCG) and I give consent for the Catholic Diocese of Maitland-Newcastle to verify my Clearance with the OCG. I will provide 100 points of identification when I submit my Clearance number to the Diocese.

WWC

Type in your WWC number then proceed to  
Section 3: Declaration

-OR-

### Section 2: Statement

I do not have a WWCC Clearance Number and am exempt from requiring one or am not seeking to be engaged in child-related work; therefore I state that:

- I have not been charged with an offence relating to children or young people.
- I have not been the subject of a police investigation relating to children or young people.
- I have not had disciplinary action taken against me in a workplace regarding my interaction with a child or young person.

I am not a "prohibited person" on the Child Protection Register under the *Child Protection (Offenders Registration) Act 2000*. I know it is an offence for a prohibited person to apply for, attempt to obtain, undertake or remain in child-related employment, **or to sign this declaration.**

I am not a "disqualified person" as defined in section 18 of the *Child Protection (Working with Children Act) 2012*. I understand that it is an offence for me to undertake child-related work if I have been convicted of the offences detailed in that section of the Act (the offences include indecent assault, murder of a child, sexual intercourse with a child, grooming, possession of child abuse material, intentional wounding to a child, and attempts to commit such offences).

### Section 3: Declaration

- I understand the Diocese does not tolerate ill-treatment of children and that I am expected to adhere to behaviour standards in my role- such as *Integrity in the Service of the Church* or any Code of Conduct that applies.
- I have read and understood the information above and know that it is expected that I have checked the definitions in the *Child Protection (Working with Children) Act 2012* if I am uncertain whether I am a disqualified person.
- I understand that providing false or misleading information on this document can result in disciplinary action and will be considered during any future applications by me for engagement with the Diocese of Maitland-Newcastle.

Signature: \_\_\_\_\_

Date:

### Section 4: Certification of Identity

**N.B.:** *Identification must be sighted and checked by an employee of the parish/school/CSO/CatholicCare/Chancery and then certify that it has been sighted by filling in this section and signing underneath.*

I,  have conducted a 100 Point Proof of Identity Check for the person named above.

Signature: \_\_\_\_\_

Date:

Do not complete this section if the applicant is a sub contractor and this form is being completed by the principle contractor to the Diocesan agency – it is the contractor's responsibility to have verified the applicant's ID.

Document / Item name	Issuing Agency	Reference number

**ALL information on this form must be checked as correct, particularly spelling of names and dates of birth. You may TYPE in the information – this is an 'Active .pdf Form'. Alternatively you can write the information on a blank form, using clear PRINT (not script/running writing). Ensure that the applicant and diocesan worker signs the form. Once completed submit this first page only to Zimmerman Services (scanned as attachment to an email, faxed or posted). E-mail: [child.protection@mn.catholic.org.au](mailto:child.protection@mn.catholic.org.au) Post: Administration, Zimmerman Services PO Box 29 Carrington NSW 2292**

## **When to use this form**

This declaration is to be completed by:

- a) All volunteers who are seeking to work with the Diocese or are already working with the Diocese and have not already completed this or a similar form recording their details.
- b) Employees and contractors who have direct contact with children (or extensive access to children's personal information) in the provision of administrative, clerical, maintenance or ancillary work but are not ordinarily in contact with children for extended periods;
- c) Contractors or visiting speakers, performers or adjudicators involved in a work with minimal direct contact or unsupervised contact with children, done for no more than five days in a calendar year.

**All other volunteers, contractors or workers in direct contact with children, and/or defined as being in child-related work (without an exemption) under the *Child Protection (Working With Children Act) 2012* MUST obtain a Working With Children Clearance issued by the Office of the Children's Guardian via [www.kids.nsw.gov.au](http://www.kids.nsw.gov.au)**

This declaration is NOT to be used by ANY volunteers or contractors who will provide personal care to children with disabilities (for example assistance with toileting, bathing or dressing). These workers MUST obtain a Working With Children Clearance issued by the Office of the Children's Guardian.

This declaration is NOT to be used by Clergy and Religious who are not retired. These workers MUST obtain a Working With Children Clearance issued by the Office of the Children's Guardian.

This declaration is NOT to be used by authorised foster carers or their adult household members. These individuals MUST obtain a Working With Children Clearance issued by the Office of the Children's Guardian.

This declaration is NOT to be used by student teachers whilst on practical placements involving unsupervised contact with children. These workers MUST obtain a Working With Children Clearance issued by the Office of the Children's Guardian.

## **How to use this form**

Page 1 is a declaration to be completed by the applicant and the person responsible for completing the 100 point identification check. The scoring process used in a 100 point identification check is outlined on page 3. This check is to be completed by an appropriate representative of the parish, school, CSO, CatholicCare, Chancery, Zimmerman Services or other service or program within the Diocese. Originals or certified copies of identification documents must be sighted by the person conducting the check, and the person conducting this check must also complete and sign page 1 **before** sending (page 1 only) to Zimmerman Services.

## **Why we are using this form**

This process is due to changes in legislation and the implementation of the New Working With Children Check Clearance across NSW. The Office of the Children's Guardian (OCG) have encouraged employers to ensure alternative methods for screening exempt volunteers. Please refer to the *Child Protection (Working With Children) Act 2012* and the OCG (NSW) for further information.

**If you are a volunteer please send PAGE 1 of your completed form to Zimmerman Services**

Email: [child.protection@mn.catholic.org.au](mailto:child.protection@mn.catholic.org.au)  
Post: PO Box 29 Carrington 2294  
Fax: 4979 1151  
Phone: 4979 1390

## 100 POINT PROOF OF IDENTITY CHECK

<b>'100 Point Check' Validation Check List (MUST INCLUDE 1 PHOTO ID)</b>		Points Scored					
<b>1. Primary Documents</b> <i>(Only one form of identification accepted from this category)</i> <ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• International Travel Document</li> <li>• Citizenship Certificate                             <ul style="list-style-type: none"> <li>➤ A Current Passport</li> <li>➤ Expired Passport which has not been cancelled and was current within the preceding 2 years</li> </ul> </li> </ul>	<b>Available Points per Item</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">70</td> </tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	70				
70							
<b>2. Secondary Documents</b> <ul style="list-style-type: none"> <li>• Australian Driver's Licence/Permit</li> <li>• Public Service ID Card</li> <li>• Tertiary Student ID Card</li> <li>• Social Security Benefits Card</li> <li>• Trade Certificates/ Licence</li> </ul>	<b>Available Points per Item</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">40</td> </tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	40				
40							
<b>3. Tertiary Documents</b> <ul style="list-style-type: none"> <li>• Reference from current employer, or previous employer within the last 2 years</li> <li>• A Rating Authority (e.g. Land/Water/Service Rates)</li> </ul>	<b>Available Points per Item</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">35</td> </tr> <tr><td style="height: 20px;"> </td></tr> </table>	35				
35							
<b>4. Supplementary Documents</b> <ul style="list-style-type: none"> <li>• Advice from Telecommunications, Provide (e.g. Account/Listing)</li> <li>• Credit Card /Medicare Card/Health Care Provider Card)</li> <li>• Records of a Primary/Secondary/Tertiary educational institution attended within the last 10 years</li> <li>• Records of professional or trade association membership</li> </ul>	<b>Available Points per Item</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">25</td> </tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> <tr><td style="height: 20px;"> </td></tr> </table>	25				
25							
<b>5. Total Points</b> <ul style="list-style-type: none"> <li>• Points must equal or exceed a total of 100 points</li> </ul>							
<b>6. OR</b> <b>Recent Arrival in Australia</b> <ul style="list-style-type: none"> <li>• A current Passport</li> <li>• Immediately before the person most recently arrived in Australia, the person was not ordinarily resident in Australia and, the signatory has been in Australia for less than 6 weeks</li> </ul>							
<b>7. Declaration</b> I declare that I have verified the identity of the applicant according to the '100 Point Check' Validation Check List.							
<Signature of Worker>		<Date>					

### **For applicants under 18**

Verify the person's name using one document from the 70 point list above or a student card or a letter signed by the principal, deputy principal, head teacher, deputy head teacher or enrolment officer, confirming that the applicant currently attends the institution.