

# FOR PARISH STAFF

WHO MAY BE RESPONSIBLE FOR ENSURING PARISH COMPLIANCE WITH WWCC

## HOW TO PROCESS WWCC RENEWALS

<b>1</b>	Remind individuals to update their email address with OCG and renew their WWCC numbers once they have received a reminder from the OCG.
<b>2</b>	Collect the renewed WWCC numbers for anybody in a child related role within your Parish. Anyone with an expired WWCC cannot continue to work/volunteer in child-related employment/ministry.
<b>3</b>	Please send the individual's Notification Form to Human Resources at <a href="mailto:wwcc@parracatholic.org">✉ wwcc@parracatholic.org</a> with the new expiry date (the same WWCC Notification Form that was previously completed can be resubmitted for this purpose). The WWCC Notification Form can be found on The Anchor, under 'forms' for individuals that have not previously completed this form.
<b>4</b>	Human Resources will verify the check on the OCG database and will provide confirmation to the parish.

### NOTE:

Verification is a requirement for legal compliance with the Child Protection (Working With Children) Act 2012. The verification must be completed through Human Resources.

If you have any questions or require any assistance please contact Human Resources (HR) at [✉ humanresources@parracatholic.org](mailto:humanresources@parracatholic.org)

## FOR INDIVIDUALS

# HOW TO RENEW YOUR WORKING WITH CHILDREN CHECK (WWCC)

<b>1</b>	Ensure all your email details are up-to-date on the Office of Children's Guardian (OCG) website because the OCG will email you three months prior of the WWCC expiry date. You can update your details at <a href="https://wwccheck.ccyp.nsw.gov.au/Applicants/ChangeOfDetails">https://wwccheck.ccyp.nsw.gov.au/Applicants/ChangeOfDetails</a>
<b>2</b>	Follow the instructions outlined by the OCG in their email by clicking the link provided and renew your WWCC. The WWCC costs \$80 for paid staff and is free for volunteers.
<b>3</b>	After you've renewed your check, please provide your updated details to the Parish office, who will send it to Human Resources to verify your information with the Diocese of Parramatta.

### PLEASE DON'T APPLY FOR A NEW CHECK

It is important that your current WWCC number is renewed rather than applying for a new Check. If your WWCC is due to expire and you have not received an email from the OCG, please contact the OCG for further information.

**NB:** If you have forgotten your WWCC number or are unsure which email address your WWCC number is registered to, please contact the OCG on ☎ (02) 9286 7219.