

# FOR INDIVIDUALS

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

### STEP 01

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 <https://tinyurl.com/yagkt7gy>

### STEP 02

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.

### STEP 03

After you've renewed your check, **please provide your updated details to the Parish office**, who will 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) 92867219.*

# FOR PARISH STAFF

WHO MAY BE RESPONSIBLE FOR ENSURING PARISH COMPLIANCE WITH WWCC

## HOW TO PROCESS WWCC RENEWALS

### STEP 01

Remind individuals to update their email address with OCG and renew their WWCC numbers once they have received a reminder from the OCG.

### STEP 02

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.

### STEP 03

Please send the individual's Notification Form to The Office for Safeguarding and Professional Standards at  
✉ [wwcc@parracatholic.org](mailto:wwcc@parracatholic.org) 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 at  
🌐 [safeguarding.org.au/forms-resources](https://safeguarding.org.au/forms-resources) for individuals that have not previously completed this form.

### STEP 04

OSDP 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 the Office for Safeguarding and Professional Standards.**

If you have any questions or require any assistance please contact

[safeguarding@parracatholic.org](mailto:safeguarding@parracatholic.org)