

Soma BM: Working With Children Check Process

First issue - Approved 3 Jan 2017

About this document

This process describes the steps needed to complete the Soma Blue Mountains Working With Children (WWC) check.

Why are we doing this ?

We are doing this for the purpose of being a child safe church, not for the purpose of being involved in children's ministry (unless you would like to volunteer in that area).

Soma BM WWC Coordinator

The Soma Blue Mountains WWC Coordinator is Claire Meijnderts, who can be contacted on:

- Facebook
- Mobile: 0431-634-606
- email: jeffandclaire2@bigpond.com

Already have WWC elsewhere ?

Notes for those who have completed Working With Children checks with other organisations:

- You still need to be registered with Soma Blue Mountains as having completed the process.
- Privacy legislation means that Claire cannot 'look you up', unless you provide the referees in step 6, and the information in step 7.
- It may also be necessary for you to complete child safety training relevant to our church in step 8 (Claire will advise).

Process

Follow the steps below to complete your WWC check for Soma Blue Mountains:

1. If you already have a NSW WWC number with a valid date, jump to step 6.
2. Get your 'Working With Children Check number':
 - a. Go to the NSW Children's Guardian website:
<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>
(or Google: "NSW WWC" and select the link)
 - b. Select the 'Start Here' button
 - At the time of writing, this is a big blue box at the top right of the screen
 - c. Select 'Apply for your check'
 - d. Select 'Continue and apply'
 - e. Complete the details on the page that follows, following the instructions given, and press 'Next'
 - Email id is optional, but do provide it, as it will make the process easier for you.
 - Select "Volunteer"
 - Unless you are a Soma Blue Mountains employee, in which case select "Employee"
 - f. An application number will be emailed to you.
3. Look in your email for your *Application number* from the NSW Children's Guardian
 - FYI the *Application number* is different to the *WWC number* which comes later in the process.
4. Confirm your WWC application identity at a NSW Motor Registry or Service NSW office.
 - a. Visit the office with:
 - Your Application number

- The identity document that you nominated on the website.
 - b. The staff at the office will confirm your identity.
 - If nominating as an employee, a fee is charged at this point.
 - c. Send an email to Claire, to inform her that you have reached this point.
- 5. Start looking for your Working With Children response email
 - It will include your WWC number, and expiry date.
- 6. Identify two referees who have known you for at least one year:
 - they may not be contacted at all, but,
 - they should be comfortable that you would have nominated them for this purpose.
- 7. When you have your WWC number, send the following to Claire:
 - a. Your full name
 - b. Your date of birth
 - c. Your email id
 - d. A contact phone number
 - e. Your home address
 - f. Your WWCC number, and its expiry date
 - g. The names of your two referees.
- 8. Completing training:
 - a. Claire will register you on a Child Safe website, which is where the training is done
 - b. An email will be sent to you by Claire, with a link to the training
 - c. Complete the training online - it will take about 20 minutes
 - Doing the training online is not required if Claire has advised you that group training will occur instead.
 - d. Claire will be sent a notification when you have successfully completed the training.
- 9. Adding you to our Child Safe register:
 - a. Claire will add you to the Child Safe register, and will inform:
 - You
 - The Soma Blue Mountains Committee
 - Those who need to know who has completed their WWC check - eg Poppy who conducts many Children's ministry activities.
- 10. No matter what your role in our church, please be aware of child safe situations, and take action when required.

Becoming a Soma Blue Mountains employee

- If you have previously completed your WWC check as a volunteer, and then start working for Soma Blue Mountains, it is necessary to transfer from a volunteer to an employee, as follows:
 - a. Go to the NSW Children's Guardian website:
 - b. <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>
 - (or Google: "NSW WWC" and select the link)
 - c. Select the 'Start Here' button
 - d. Select 'Transfer from Volunteer to Employee'
 - e. And follow the remaining prompts.

Document management

- Author: Bruce Coomer
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End of document