



# St Joseph's School

Come! .....Share the Spirit!

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Principal: Mr John Clery

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**[www.stjosephsquirindi.nsw.edu.au](http://www.stjosephsquirindi.nsw.edu.au)**

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March 27, 2015

Dear Parents and Friends,

Volunteers are essential in providing the best possible education and opportunities for our students. Many programs and opportunities are not possible without your help. This cannot however be at a risk to our children!

Volunteering at St Joseph's covers an enormous variety of tasks. Some classic examples are: classroom reading programs, helping in the canteen or holding a stop watch at the athletics carnival.

As a duty of care to the children of St Joseph's volunteers are now required to undergo a "Working With Children Check (WWCC)". This is a relatively straight forward process and is free to all volunteers.

To complete the "Working With Children Check" volunteers need to:

1. Log onto <http://www.kidsguardian.nsw.gov.au/>
2. Click on the blue tab "The Working with Children Check: Start Here"
3. Once again click on the blue tab "The Working with Children Check: Start Here"
4. Click on the green tab "Apply for your Check"
5. Fill in the form ticking "Volunteer"
6. Submit the form
7. Take a print out of the form to any NSW RTA.
8. Provide St Joseph's with a copy of your NSW Working With Children Check Number and your date of birth for validation.
9. Keep a record of your number. You may be asked for it at any time.

If you do not have access to the internet this process can be completed on a school computer.

**I encourage all parents to complete this process. You're WWCC number is valid for 5 years. Parents will be asked more and more for their WWCC number (ie on permission forms). Any parent who has not completed this process will unfortunately not be able to help in their child's education at St Joseph's!**

**I trust you recognise this process not as a burden, but as a commitment by St Joseph's to keep all our children safe.**

Yours faithfully

John Clery  
Principal