Dear Parents,

If you intend to volunteer your assistance at school in the classroom or on excursions you will need to ensure you have completed both the Working with Children Check and the CEDP Online Training Module prior to assisting.

You may access both checks via the school website (front page) or you may follow the instructions below.

Thank you for your attention to this important matter.

Yours sincerely,

Louise O’Donnell
Principal

WORKING WITH CHILDREN CHECK  www.kidsguardian.nsw.gov.au

ALL parent volunteers MUST now have a ‘Working with Children Check’. This replaces the Prohibited Declaration Forms some parents have completed in the past. These forms are no longer valid. We ask that ALL volunteers complete a ‘Working With Children Check’ as soon as possible so that you can continue to be a volunteer in our school.

Please go to www.kidsguardian.nsw.gov.au and click on the blue square with the gold star “Start Here” and then follow the prompts. The link for the WWC Check is available on the front page of our website.

The check is free for volunteers and is valid for 5 years.

- Parents will need to complete the online application—you will then receive an email with an application number.
- Print out this email and take it to the RMS (Roads and Maritime Services) with your identification.
- Once your application has been processed you will then be sent another email providing you with a ‘Working with Children Check’ number.
- Please forward this email to the school email address where it will be recorded. You will also need to provide your date of birth.

ONLINE TRAINING MODULE — Catholic Education Diocese of Parramatta

Please note that ALL volunteers are also required to complete the Online Training Module through the Catholic Education Diocese of Parramatta every two (2) years. The online training module can be accessed via http://childprotection.parra.catholic.edu.au/training

The link for this Online Training Module is also on the front page of our website.