



Catholic Diocese of Wagga Wagga

Special Religious Education Authorisation Procedure

Diocese of Wagga Wagga



Dear Volunteer,
In June 2013
legislation was
introduced
which requires
all paid and

volunteer people who work face-to-face with children to obtain a Working with Children Check (WwCC) clearance number. Since the work of catechists (referred to in civil legislation as 'Special Religious Education teachers') falls under this category, this Confraternity of Christian Doctrine (CCD) Authorisation Procedure for the Diocese of Wagga Wagga will reflect the requirements of the new legislation.

What you need to do:

1. Log on to <https://www.service.nsw.gov.au/transaction/apply-for-a-working-with-children-check> to complete the online application. You will need to select 'volunteer' on the form and for the Child Related Sector please select 'Religious Services'.
You will need your licence number (or other identification document) to complete the form.
2. Print the application receipt and take it, with your licence (or other proof of identity), to a service NSW centre or motor registry (there is no cost involved because you are a volunteer).
3. When your WwCC clearance number notification arrives in the mail or by email, **KEEP YOUR ORIGINAL** somewhere safe as you can use it for other volunteer organisations in NSW. **Record your clearance number on the Teacher Engagement Form** in the space provided, with your date of birth.
4. The Diocese of Wagga Wagga will verify you. You must have verification before you are able to volunteer in the schools. The WwCC clearance number notification you receive in the mail **DOES NOT** give you permission to go into the schools.
5. The Working with Children Check is an important part of the authorisation process for you to obtain a green Authorisation Card.
6. The Working with Children Check is valid for five years.

Thank you and God Bless. Barb Chigwidden

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