



Child Safe Obligations: WWCC & Training

What every worker with children, youth committee member, Arranging Brother (including the Recorder) and Child Safety Officer needs to do — Riverwood Ecclesia

WWCC form and all child safe material: www.riverwoodce.com.au/child-safety



Scan for forms & resources



Who these steps apply to



Anyone working with children

Sunday School teachers, helpers and any volunteer aged 18+ in a child-related role.



Youth committee (RYC)

Members who plan, run or oversee youth activities.



Arranging Brethren & Recorder

The Management Committee, who approve WWCC registrations and oversee compliance.

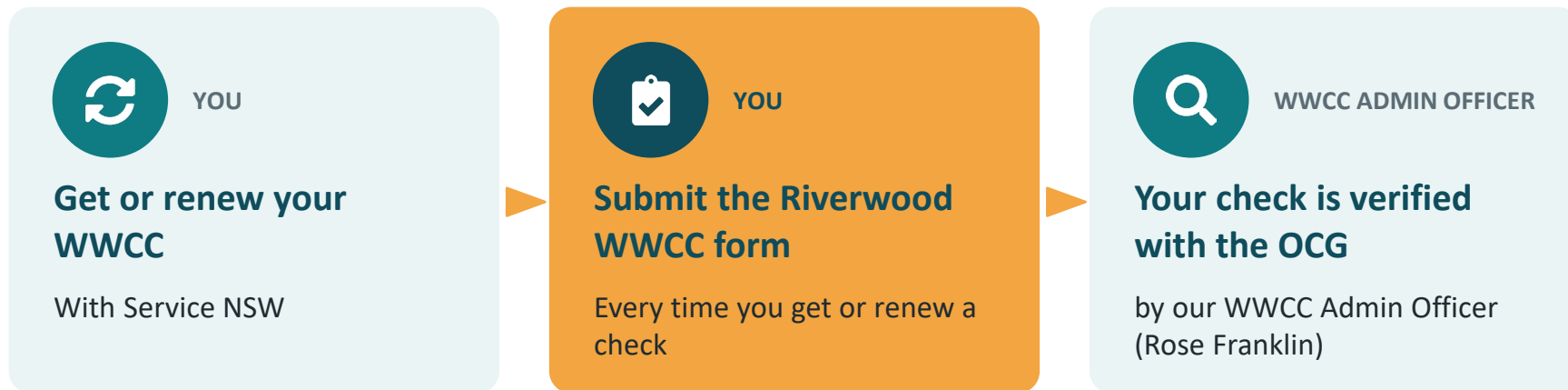


Child Safety Officers

Appointed to support child safe practice and respond to concerns.

Roles requiring a WWCC are listed in Appendix B of the Riverwood Child Safe Policy.

Renewing isn't enough: tell us



The step most often missed



Without a current verification, your registration with Riverwood is not complete. The ecclesia has then not met its obligations to the Office of the Children's Guardian and can be fined if audited.

Getting started: your first WWCC



1

Apply for your WWCC

Apply through Service NSW for the correct class of clearance for your role (volunteer or paid), as set by NSW.

2

Register it with the ecclesia

Submit the Riverwood WWCC registration form so the Admin Officer can verify your check. Without it, you are not registered.

3

Complete child safe training

Do the child safe training required for your role (see slide 6).

4

Verification and approval

The WWCC Admin Officer verifies your check; the Arranging Brethren approve new applicants at their monthly meeting.



Applies to everyone 18+

All new volunteers over 18 who work with children must hold and register a WWCC. Anyone who is a barred worker is excluded from working with children at Riverwood.

Keeping your WWCC current



90 days before expiry

You'll get an email reminder from the WWCC Admin Officer with a link to the registration form.



Weekly reminders

Reminder emails continue every week until your renewal is received.



Renew + submit form

Renew with Service NSW, then submit the WWCC form. It isn't complete until it's verified.



5 days after expiry

If not renewed, you're notified by email and SMS that you're suspended from working with children until you renew.

Tip: renew as soon as the 90-day reminder arrives, then submit the form straight away so your verification never lapses.

Child safe training



Complete the training for your role

Visit the Riverwood child-safe website for links to our child safe training portal: www.riverwoodce.com.au/child-safety



Keep your knowledge current

Use the OCG resources (ocg.nsw.gov.au/resources) to stay up to date with child safe practices.



Plan every activity safely

An individual risk assessment is required for every activity involving children.



Why it matters

Training helps you recognise risks, respond well and keep children safe.

Sunday School teachers confirm they have completed this training on the teacher's registration form at the start of each Sunday School year.

Extra responsibilities by role



Sunday School teachers

- Hold a current WWCC, registered and verified with Riverwood
- Complete the teacher's registration form at the start of each Sunday School year
- Confirm on that form that you have completed child safe training



Youth committee

- Hold a current, registered WWCC yourself
- Make sure every leader and helper at youth activities has a verified WWCC
- Complete a risk assessment for each activity involving children



Arranging Brethren & Recorder

- Hold a current WWCC and complete child safe training
- Approve new WWCC applicants each month
- Review the monthly WWCC report
- Ensure a handover when WWCC duties change
- Recorder & Superintendent are our OCG contacts

How your check is verified



Form received

Your registration form triggers an email to the Admin Officer.



Verify with OCG

Check is verified on the OCG employer portal; a PDF record is saved to the audit folder.



Update records

Admin section completed; renewed checks mark the old entry "RENEWED".



Secure export

Data exported to Excel with date of birth hidden and the sheet protected.



Report to ABs

Monthly report link sent to the Arranging Brethren.

Ongoing: weekly checks for WWCCs expiring within 90 days and for renewals to validate. If a volunteer fails to renew, they are removed from child-related duties and the Superintendent and Child Protection Officer are told.

Your checklist

- ✓ Hold a current WWCC of the correct class for your role
- ✓ Register it on the Riverwood WWCC registration form
- ✓ Complete child safe training and keep it current
- ✓ After every renewal, submit the WWCC form so it can be verified
- ✓ Help ensure every activity with children has a risk assessment

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Questions? Contact the WWCC Admin Officer.



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