



ABBOTSLEIGH

An Anglican Pre K-12 School for Girls

7 February 2019

Dear Parents

Child Protection Policy and Working with Children Check

Because the safety and welfare of our students is of paramount importance to us, the School requires all adults, engaging with the girls, to have a Working With Children Check (WWCC) clearance.

This includes all parents of children enrolled at Abbotsleigh who volunteer at the school, or who participate in excursions. This includes but is not limited to parents who volunteer at sporting events, in the tuckshop, in the library, in the classroom and on excursions. This clearance is also needed by parents coming into the school for events where children are participating such as APA, APR and school organised events.

Because we are committed to maintaining strong parent engagement within our school community, we ask all parents working in such capacities to obtain a voluntary Working With Children Check clearance. The voluntary WWCC is obtained free of charge via the following simple process:

Acquiring a Volunteer WWCC Clearance

1. Complete the application at the Office of Children's Guardian website <http://www.kidsguardian.nsw.gov.au/>
2. Present your WWCC application number and proof of identity document (such as your drivers licence or passport) to Service NSW (Motor Registry) branch.
3. Once your application is assessed, the Children's Guardian will email you the outcome of your WWCC clearance number.
4. Email your WWCC clearance number and **Date of Birth** to Liz McKenzie via email mckenziel@abbotsleigh.nsw.edu.au
5. For Abbotsleigh to verify your WWCC Clearance we require the following 3 pieces of information:
 - o Your full name
 - o Date of birth
 - o Working with Children check number.
6. Please ensure all this information is included in your email to Liz McKenzie via email mckenziel@abbotsleigh.nsw.edu.au

Our school year commences with many activities involving parents, from helping in the tuckshop and assisting at swimming trials to covering books in the library and attending welcome morning teas. Such support and involvement is invaluable to us. We therefore strongly urge all parents to obtain WWCC clearance.

Yours sincerely

Sally Ruston

Head of Junior School

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