

## WWCC Renewals Process

### Process for verification and record-keeping of WWCC renewals:

It is recommended that you contact people from about 3 months before the WWCC expiry date as this when they can start renewing it. They will also receive an email from the Office of Children's Guardian 3 months prior to the expiry.

#### Step 1 – Review WWCC Renewals List for current volunteering status

- A. Check records in Society People of WWCC expires in the next 3-4 months (this can be retrieved from a report on the Vintranet)
- B. Work with your local leaders to confirm who on your lists are current active volunteers and who have since ceased volunteering

#### Step 2 - Not active or ceased service

- A. If individuals are no longer active and engaged with the Society change their status in Society People to ceased service/ inactive as appropriate.
- B. For people who are inactive but haven't ceased service officially, please ask the leader to contact them to confirm they have been inactive and will need to complete checks again if they wish to return in the future

#### Step 3 – Active Individuals

- A. Contact any Volunteers whose WWCC Renewals are due and ask them to renew and send you the OCG Notification of Clearance email. They may provide you with written or verbal consent for you to re-verify their check. If verbal consent is provided, please make a note in Society People of who the consent was provided to, details and date of conversation.
- B. Follow up any outstanding Checks
- C. If you are close to the expiry date (2 weeks out) and a volunteer has not renewed their check please escalate this immediately to your Regional Director and the Safeguarding team
- D. When you receive the confirmation they have renewed their WWCC, re-verify their check through the Office of Children's Guardian using the WWCC number, name and DOB previously provided
- E. Keep the new verification details to enter into Society People and save to secure Personnel files.

#### Step 5 – Results and WWCC Record Keeping

We have specific requirements under legislation to meet regarding our WWCC record-keeping.

- A. If the individual's WWCC has expired, closed or there is a result is Barr or interim Barr follow the Process of Non-Compliance or contact the Safeguarding Team for advice and support.
- B. Society People entry- enter the renewed WWCC number as a new background check including all normal details; DOB, WWC Number, start date, verification date, verification outcome, expiry date. Please do not change the expiry date on the existing WWCC record or amend these records, as we need to keep this for record-keeping and to show we met our obligations and verified the individual when they started.

Due to our Privacy obligations for members and volunteers, we must only re-verify an individual's WWCC once they have provided us with their WWCC renewal information or their consent to re-verify. Re-verifying an individual's check and accessing their personal information without consent may be a breach of privacy.