

### Submitting your WWCR Registration and making a claim for reimbursement

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[WWCR Registration](#) and claims for reimbursement should be submitted to  
**The Hutchins School Main School Reception.**

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#### SUBMITTING YOUR REGISTRATION

##### Employee, volunteer or contractor submits their original WWCR Card

1. Receptionists confirms that the details on the WWCR card match those of the individual presenting the card.
2. Receptionists takes an electronic scan of the card and provides copy of WWCR card to School Payroll Officer for recording in Synergetic.
3. Receptionist provides WWCR card back to the individual.

*Individuals may not submit WWCR to the School on behalf of another individual.*

*Should a School staff member have concerns about the validity of any WWCR card then that staff member will alert the Business Manager immediately of the concern. The Business Manager will provide advice and direction to both the staff member and holder of the WWCR card.*

##### Employee, volunteer or contractor submits a Statutory Declaration - Registration to Work With Vulnerable People Act 2013

1. Receptionist checks that the Declaration has been signed by the individual and witnessed by a Justice of the Peace or Commissioner for Declarations (a Commissioner cannot be a Hutchins employee).
2. Receptionist takes a photocopy of the Declaration and offers the **copy** back to the individual.
3. Receptionist provides **original** Declaration to the Payroll Officer for recording in Synergetic.

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#### **When do Statutory Declarations apply?**

*If you **currently work** (employee, volunteer or contractor) in an area of the School where WWCR applies then you must hold a WWCR.*

*If you do not hold a WWCR then the School will allow you to hold a Statutory Declaration that states that you have applied for WWCR and you are an appropriate person to work with children.*

*You must submit your WWCR card as soon as you receive it.*

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**For more information about WWCR at The Hutchins School contact**  
[Mr Darryl White - Safety, Health and Risk Manager](#) or [Mrs Alex Terhell - Human Resources Advisor](#)

## WORKING WITH CHILDREN REGISTRATION (WWCR)

### CLAIMS FOR REIMBURSEMENT

1. Claims for reimbursement will be made on the presentation of a Service Tasmania receipt accompanied by a WWCR card (claims will not be provided for Declarations).
2. Receptionist takes a photocopy of the receipt and offers the original back to the individual for their records.
3. Individuals claiming an amount for the cost of their initial WWCR as a **Volunteer** will be reimbursed via petty cash.
4. **Employees** claiming an amount for the cost of their initial WWCR for employment will be reimbursed via electronic funds transfer (EFT). Employees-only may make a formal request to the Business Manager for special consideration in the event of financial hardship.

### WWCR DUE DATES

WHERE DOES THE INDIVIDUAL WORK?							
Outside School Care	Early Learning	Junior School	Middle School	Senior School	Burbury House	Any other area	
WHAT DOES THE INDIVIDUAL NEED TO PROVIDE?							
<b>WHO</b>	A copy of your WWCR is required <b>NOW</b> or apply <b>NOW</b> for registration and provide a Statutory Declaration – Registration to Work With Vulnerable People Act 2013 to the School <b>IMMEDIATELY</b>			A validated copy of your WWCR card.			
WHEN DOES THE INDIVIDUAL NEED THEIR REGISTRATION?							
Employee – Support Staff	<b>NOW</b>	<b>NOW</b>	1 Apr or 1 Oct 2015 <sup>1</sup> See footnote	1 Apr or 1 Oct 2015 See footnote	1 Apr or 1 Oct 2015 See footnote	1 Apr 2015 <b>APPLY NOW</b>	1 Apr or 1 Oct 2015 See footnote
Employee - Teacher	<b>NOW</b>	<b>NOW</b>	31 Dec 2016	31 Dec 2016	31 Dec 2016	1 Apr 2015 <b>APPLY NOW</b>	<i>Not applicable</i>
Volunteer – Sporting or other co-curricular activity	<i>Not applicable</i>	1 April 2015 <b>APPLY NOW</b>	1 April 2015 <b>APPLY NOW</b>	1 April 2015 <b>APPLY NOW</b>	1 April 2015 <b>APPLY NOW</b>	<i>Not applicable</i>	1 Apr 2015 <b>APPLY NOW</b>
Volunteer – all other school activities	<b>NOW</b>	<b>NOW</b>	1 Oct 2015	1 Oct 2015	1 Oct 2015	1 Apr 2015 <b>APPLY NOW</b>	1 Oct 2015
Contractor	<b>NOW</b>	<b>NOW</b>	1 Oct 2015	1 Oct 2015	1 Oct 2015	<i>Not applicable</i>	1 Oct 2015

<sup>1</sup> Support staff employed in the role of Instrumental Specialist, Language Specialist or Residential Tutor is required to have their WWCR by 1 Apr 2015. All other support staff are required to have their WWCR by 1 Oct 2015.

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