



INFORMATION FOR GROUP LEADERS

ADULTS WHO ATTEND OVERNIGHT CAMPS

All Adults who volunteer on overnight camps are now required to hold a WWCC. For Scouts NSW, this applies to parents and guardians of Youth Members who provide assistance and attend overnight Scouting activities with their children.

All adults attending overnight Scouting activities (including parents and guardians) are now required to:

- 1. Apply for a Working With Children Check (if they do not have a current and valid one)**
- 2. Fill in an Adult Helper Application Form (A2).**

Who needs to fill in an Adult Helper Application Form (A2)?

All adults attending overnight activities (including parents and guardians) are required to apply as a Scouts NSW Adult Helper by filling in the online Adult Helper Application Form (A2) on the Scouts NSW website.

Adults attending overnight activities who DO NOT have a current and valid Working With Children Check are also required to register for one.

What is the process for using the online Adult Helper Application Form (A2)?

The process for using the online A2 is:

- Step 1: The adult/parent/guardian fills in the online A2 Form using their WWCC number. Upon completion, the adult/parent receives a PDF version of their completed form via email.
- Step 2: The adult/parent/guardian forwards the PDF to their Group Leader's email address.
- Step 3: The Group Leader endorses the Adult Helper Application and forwards it to their Region Office via email.

Endorsed A2 Forms must be sent to the Region Office BEFORE the commencement of the overnight activity or camp for the forms to be compliant.

I have received an email from an adult/parent/guardian with a PDF version of their A2 Form. What do I do?

As a Group Leader, it is your responsibility to endorse the form, and forward it to your Region Office prior to the commencement of the overnight activity or camp.

Please provide written endorsement in your email message to the Region Office. For example:

"On receipt of a cleared Police Records Check, I recommend this applicant for the appointment as Adult Helper."

Is there a document I can hand out to adults/parents/guardians attending overnight camps?

Scouts NSW has prepared customisable flyers for Group Leaders to distribute to adults/parents/guardians who need to apply for a WWCC and fill in an Adult Helper Application Form (A2).

You can download the customisable flyer via the Scouts NSW website – www.nsw.scouts.com.au/for-parents/become-an-adult-helper/. Simply use Adobe Acrobat or Microsoft Word to fill in the custom fields with your Group Name and Group email address. Then print out the flyer and distribute it to adults/parents.

If you need any support using this resource, please contact the Member Services Department on info@nsw.scouts.com.au or on 9735 9000.

One of the parents in my Group does not have a WWCC number, and our overnight camp is in less than 24 hours. What should they do?

Scouts NSW acknowledges that the process of obtaining a WWCC number may not be achievable within 24 hours. If an adult/parent/guardian is attending an overnight Scouting camp and is not in the position to complete the WWCC application process, they must:

1. Apply for their WWCC online at <https://wwwcheck.ccyp.nsw.gov.au/Applicants/Application>. Upon completion of the online form they will receive by email a WWCC Application Number (APP Number).
2. Fill in the online Application for Adult Helper Form (A2), making sure to enter their APP Number in the specified field.
3. Once complete, email the PDF copy of their A2 form to their Group Leader.
4. The Group Leader should then endorse and forward the A2 to the Region Office.

One of the parents in my Group is still awaiting their WWCC number, and our overnight camp is in less than 24 hours. Can they fill in the A2 Form with their WWCC Application Number instead?

Yes. The WWCC legislation allows volunteers to participate in volunteer work while their WWCC application is being finalised. This means adults/parents/guardians will be able to attend overnight Scouting activities and camps as long as they:

1. Have a current WWCC Application Number (APP Number)
2. Complete their Adult Helper Application Form (A2)
3. Send it to their Group Leader for endorsement and
4. The Group Leader forwards the endorsed A2 to the Region Office.

Please remember - as a Group Leader, it is your responsibility to endorse the A2 form, and forward a copy to your Region Office before the commencement of the overnight camp.