



Office of the  
Children's Guardian



the working  
with children  
check



**Morgan Lander**  
**Community Engagement (Child Safe)**

# The Working with Children Check

The new check commenced **15 June 2013**

- *Child Protection (Working With Children) Act 2012*
- *Child Protection (Working With Children) Regulation 2013*
- *Child Protection (Working with Children) Amendment (Miscellaneous) Regulation 2013*

# What has changed?

## Organisations

- Organisations no longer request working with children check forms from volunteers
- The Organisation must register with the Office of the Children's Guardian to verify applicants

## Applicants

- Applicants must apply for a clearance
- The clearance will last for 5 years and is portable across all child-related positions
- The same clearance applies to workers, volunteers and self-employed persons

# Who needs a check?

- Workers and volunteers in direct, face-to-face contact with children in a child-related setting
- Supervised and unsupervised volunteers who are in a direct face-to-face role with children

# Who do not need a check?

- People under 18 years of age
- Workers and volunteers who have incidental interaction with children, ancillary workers/volunteers etc
- Short-term interstate visitors (less than 30 days)
- Exemptions specified in the Regulation e.g. one off events, co-worker/peer, guest speaker at a school

# What is a clearance?

- A number beginning with WWC and ending in
  - **E** for paid workers (or)
  - **V** for volunteers
- The number will remain with the applicant for life (unless they are barred)
- Valid for 5 years and can be used for all child-related volunteering

# What is a clearance?

- **Must be electronically verified by the organisation (online)**
- All applicants will be **continuously monitored** for new serious sex or violence offences (in NSW)

# How to apply

- Application forms are submitted electronically via WWCC Website
- Telephone support for those without computer access (office hours)
- When applying you nominate if the work is in a paid or volunteer capacity
- Applicants must attend their local motor registry or government access centre:
  - *provide their APP reference number*
  - *provide proof of identity*



# How to register and verify

## Working with Children Check

### Your Check

Do you need a Check?

[Take our quiz](#)

[Apply for your Check](#)

[Update your details](#)

[Change from volunteer to paid](#)

### Verify

[Individuals \(e.g. parents\) verify](#)

[Employer log in and verify](#)

### Employer registration

You must register as an employer to access the new system.  
Once you have registered, log in to verify an individual's  
Working With Children Check status

[Register](#)

[Edit your details](#)

[Verify Working With Children status](#)

[Submit Workplace Report Finding](#)

[Logout](#)

## Verify Working With Children Check status

Enter employee or volunteer details below. Check correct spelling. You must enter either a Working With Children Check number or an Application number. Numbers must start with WWC or APP.

**Family name \***

**Birth date \***

 

**Working With Children Check  
number**

**Application number**

OR

Add

Remove

Verify

7 2013-02-25 12-02-28

A person can work with children if the status is:

- Clearance
- Application in progress
  - This means:
    - Application submitted
    - Identity proven
    - Payment has been made (if required)

A person cannot work with children if the status is:

- Barred
- Interim bar
- Expired (after five years)
- Not found

# Record keeping

- For each volunteer you must retain the:
  - *Clearance number*
  - *Expiry date*
  - *Date of verification*
- Records can be kept electronically or on paper
- You are required to maintain records for audit purposes

# Barred – existing employees

- An existing volunteer who is barred **must** be dismissed, transferred or suspended from child-related work
- A volunteer may become barred under continuous monitoring of records
- Courts cannot order compensation for dismissal or re-employment of a person **in a child-related role** who is barred (or refuses to get a check)

# More information

Website: [www.newcheck.kids.nsw.gov.au](http://www.newcheck.kids.nsw.gov.au)

Email: [newcheck@kidsguardian.nsw.gov.au](mailto:newcheck@kidsguardian.nsw.gov.au)

Phone: (02) 9286 7219

E-subscribe: [www.kids.nsw.gov.au/subscribe](http://www.kids.nsw.gov.au/subscribe)

