

Working With Children Check (WWCC) & Club Compliance

(see District Youth Protection Policy at page 2 point 4 – Club Compliance)

The district governor is responsible for supervising and controlling all youth activities in the district, including those associated with Rotary Youth Exchange. The district will monitor all participating clubs and ensure that they comply with youth protection and Rotary Youth Exchange certification requirements, including the Working With Children Check (WWCC).

The Working With Children Check (WWCC) is a requirement for anyone who works or volunteers in child-related work in NSW. It involves a National Police Check (criminal history record check) and a review of reportable workplace misconduct. The outcome of a check is either a clearance to work or volunteer with children or a bar against working with children. If cleared, the check will be valid for 5 years, however applicants are continuously monitored.

At the Office of the Children's Guardian, their goal is to create safe places for children and young people, and they recognise that most organisations share this goal. To help child-related organisations create safer places, they will be following an escalation model of compliance and enforcement with a focus on capability building in organisations. They have from 2021 a new Compliance and Enforcement policy that makes it clear what is expected of organisations that work with children.

Their 2021 focus is on ensuring child-related employers are:

- registered as employers in the Working with Children Check system
- verifying child-related workers' Working with Children Checks

If your Rotary Club or support organisation works with children and they are not complying with these laws, fines apply – but you do have some time to get your records in order.

Apply for [WWCC ON LINE](#):

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Results of a National Police Check can take up to 4 weeks to be received.

The outcome of a check is either a clearance to work with children or a bar against working with children. If cleared, the check will be valid for 5 years, however applicants are continuously monitored.

If you're applying because you're a paid employee or self-employed, there's a fee for the WWCC. If you're a volunteer, a student on a professional placement, potential adoptive parents or an authorised carer, you won't need to pay the fee.

[You can apply online for your WWCC.](#)

Eligibility

- anyone aged 18 or older
- anyone whose role involves direct physical or face-to-face contact with children.

What you need

- personal details, including date and place of birth
- 4 proof of identity (POI) documents including:
 - one commencement of identity document
 - one primary use in the community document
 - 2 secondary use in the community documents.
- At least one of your documents must contain your signature and photo.
- Your POI documents must be current and original.

The following documents are not acceptable:

- original paper documents that have been laminated
- photos, photocopies or certified copies
- expired documents (unless specified).

Note: Government-issued digital documents such as a NSW digital driver licence are accepted.

How to apply

[Click the Hyperlink Here](#)

Select 'Apply for your Check'.

Select 'Continue and apply'.

Complete the online form ensuring the name you enter matches your identity documents exactly.

Visit a service centre to present your original identity documents and (if applicable) pay the fee.

Note: Once you've provided your identity documents at the service centre, the National Police Criminal History check begins. This process can take up to 4 weeks.

More information

You don't need a WWCC if you're a parent or close relative of a child, volunteering:

- at the child's school, early education service or other educational institution, or
- with a team, program or activity that your child usually participates in or is a team member of.

You're also exempt if your work is considered non-child related, such as:

- a student working in a clinical placement in a hospital or other health service
- a referee, umpire, linesperson or other sporting official or grounds person, if the work doesn't ordinarily involve contact with children for extended periods without other adults present
- providing food or equipment at a sporting, cultural or other entertainment venue.

If you'd like help with your application, please call:

WWCC Customer Service Team on 8219 3777, or email

check@ocg.nsw.gov.au