

## To apply for a Working With Children Check

- Fill out an online application form at [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check)
- When you have completed the application form, you will receive an Application number (APP) by email.
- Take this Application number and proof of your identity to a NSW motor registry or Service NSW Office. If you are in paid work, you will also need to pay a fee of \$80.
- Your Application number can be used by an employer to verify your Check status. If the outcome of the verification is 'application in progress' you are allowed to begin working with children.
- Once your application has been processed and you are cleared, you will receive your Working With Children Check number (WWC) by email (or post if you do not have an email address).

## Already in child-related work as a paid employee or volunteer?

If you are currently in child-related work you will be required to obtain a new Working With Children Check as part of an industry phase-in schedule.

To find out which sector you belong to and when you need to obtain a new Working With Children Check go to [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check)

\* Please note it can take up to four weeks for a Working With Children Check to be processed, or longer if a risk assessment is required.

## Employers need to check the Check!

To comply with the legislation, employers need to go online to verify the status of a Working With Children Check number for any paid or volunteer staff in child-related work.

The Working With Children Check application number (APP) provides information on barred applicants and those who are subject to an interim bar.

Barred or interim barred persons will not be issued with a Working With Children Check clearance number (WWC). Employers need to verify the APP numbers for applicants so we can share this information.

The system also continuously checks for any new relevant criminal or workplace records.

Online verification is an important tool for employers to keep children safe in their organisation.

Employers must not rely on a notification or email from an employee or volunteer containing an application or clearance number. You must go online to check the Check is current and valid.

To register as an employer go to [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check)

### Need help or assistance?

**Telephone:** (02) 9286 7219  
**Email:** [check@kidsguardian.nsw.gov.au](mailto:check@kidsguardian.nsw.gov.au)  
**Visit:** [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check)  
**TIS:** 131 450  
**TTY:** 133 677 or 1300 555 727



## the working with children check

**A Working With Children Check is a prerequisite for anyone in paid or voluntary child-related work in NSW.**

The process involves a national police check and a review of findings of misconduct.

The result is either a clearance to work with children for five years or a bar against working with children.

**Barred applicants may not work or volunteer with children.**

A Working With Children Check is one of the tools available to keep children safe.

Having good child-safe policies and practices also helps to create safer environments for children.

For more information about being a 'child safe' organisation go to [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check)

**Promoting and regulating quality, child safe organisations and services**



## Who needs a Working With Children Check?

Only people in child-related work need to apply for a Check. Under the *Child Protection (Working With Children) Act 2012*, child-related work is defined as:

1. Face-to-face contact with children in one of the following sectors:
  - Child development and family welfare services
  - Child protection
  - Children's health services
  - Clubs or other bodies providing services for children
  - Disability services
  - Early education and child care
  - Education
  - Entertainment for children
  - Justice centres
  - Religious services
  - Residential services
  - Transport services for children
  - School cleaning
  - Youth work;
2. Work in one of the following roles:
  - An approved provider or manager of an education and care service
  - A certified supervisor of an education and care service
  - An authorised carer
  - An assessment officer
  - The principal officer of a designated agency
  - The principal officer of an accredited adoption service provider
  - An adult who lives at the home of an authorised carer
  - An adult who shares the home of a:
    - home-based education and care service
    - family day care service
  - A potential adoptive parent.

Additional roles may be designated as child-related by employers with the permission of the Office of the Children's Guardian.

# Phase in schedule for existing workers

- Currently in paid child-related work or volunteering? You will be phased in according to your industry sector. See the chart to the right.
- Self-employed? Apply when your Certificate for Self Employed People expires.
- Starting a new job? Apply before you start your new role.

Not sure which sector you belong to? Go to [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check) and read the fact sheet: Which sector do I belong to?



INDUSTRY SECTORS	
<ul style="list-style-type: none"> <li>• Child protection</li> <li>• Disability services</li> <li>• Justice services</li> <li>• Religious services (work as a minister, priest, rabbi, mufti or other like religious leader or spiritual officer of the organisation)</li> <li>• Youth workers</li> <li>• Authorised carers</li> <li>• Adult household members*</li> </ul>	<ul style="list-style-type: none"> <li>• Child development and family welfare services</li> <li>• Religious services (work in roles including youth groups, youth camps, teaching children and child care)</li> <li>• Residential services</li> <li>• Transport services for children</li> <li>• Principal Officers of agencies that provide voluntary out-of-home care (registered agencies) under the <i>Children and Young Persons (Care and Protection) Act 1998</i></li> </ul>
<b>Apply between 15 Jun 2013 - 31 Mar 2014</b>	
	<ul style="list-style-type: none"> <li>• Members of governing bodies of registered agencies and accredited out-of-home care and adoption agencies</li> </ul>
<b>Apply between 1 Apr 2014 - 31 Mar 2015</b>	
	<ul style="list-style-type: none"> <li>• Clubs or other bodies providing services to children (including sporting bodies)</li> <li>• Entertainment for children</li> <li>• Assessment Officer (assessment of reportable matters)</li> </ul>
<b>Apply between 1 Apr 2015 - 31 Mar 2016</b>	
	<ul style="list-style-type: none"> <li>• Children's health services (Local Health Districts)                             <ul style="list-style-type: none"> <li>– Central Coast LHD</li> <li>– Hunter New England LHD</li> <li>– Illawarra Shoalhaven LHD</li> <li>– Mid North Coast LHD</li> <li>– Northern NSW LHD</li> <li>– South Eastern LHD</li> </ul> </li> <li>• Education – Secondary schools</li> <li>• Education – Vocational</li> <li>• Education – Private tuition and coaching</li> </ul>
<b>Apply between 1 Apr 2016 - 31 Mar 2017</b>	
	<ul style="list-style-type: none"> <li>• Children's health services                             <ul style="list-style-type: none"> <li>– All remaining Local Health Districts not yet phased in.</li> </ul> </li> <li>• The Sydney Children's Hospitals</li> <li>• Network (Randwick and Westmead)</li> <li>• Justice Health and Forensic Mental</li> <li>• Health Network</li> <li>• Ambulance Service of NSW</li> <li>• Children's Health                             <ul style="list-style-type: none"> <li>– remaining services</li> </ul> </li> <li>• Early education and child care</li> <li>• Education – schools and other educational institutions not yet phased in</li> <li>• Education and care service – approved provider, manager or certified supervisor</li> </ul>
<b>Apply between 1 Apr 2017 - 31 Mar 2018</b>	

## Who is exempt from a Working With Children Check?

The following roles, services and sectors are exempt:

- Administrative, clerical or maintenance work, or other ancillary work, that does not ordinarily involve contact with children for extended periods.
- Work with minimal direct contact or unsupervised contact with children, done for no more than five days in a calendar year.
- Informal domestic arrangements not carried out on a professional or commercial basis.
- Work with close relatives of the worker (not including work as an authorised carer).
- Volunteering by a parent or close relative of a child (except where the work is part of a formal mentoring program or involves intimate personal care of children with a disability):
  - a) in activities for the child's school, early education service or other educational institution OR

- b) with a team, program or other activity in which the child usually participates or is a team member.
- A visiting speaker, adjudicator, performer, assessor or other similar visitor at a school or other place where child-related work is carried out if the work of the person at that place is for a one off occasion and is carried out in the presence of one or more other adults.
  - A health practitioner in private practice, if the practice does not ordinarily involve treatment of children without one or more other adults present.
  - A health practitioner who is working in and visiting New South Wales from outside the State, if the period of work does not exceed a total of five days in any period of three months.
  - A co-worker or work supervisor where a child works.

- Work by an interstate visitor:
  - a) in a one-off event such as a jamboree, sporting or religious event or tour, if the event is the only child-related work carried out by the worker in NSW in that calendar year and the period of work does not exceed 30 days
  - b) who holds an interstate working with children check, or is exempt from the requirement to have such a check in his or her home jurisdiction, whose child related work in NSW is for no more than 30 days in any calendar year.
- NSW Police or Australian Federal Police officers in their capacity as police officers.
- Home carers accredited with a current police certificate for aged care, for home care work where the clients are not primarily children.
- People under the age of 18.

If your work falls into one of the following categories, it is also **not considered to be child-related**:

- Work as a student in the course of a student clinical placement in a hospital or other health service.
- Work as a referee, umpire, linesperson or otherwise as a sporting official or a groundsperson if the work does not ordinarily involve contact with children for extended periods without other adults being present.
- Work in providing respite care or other support services primarily for children with a disability is child-related work; but it is not child-related work if the work does not ordinarily involve contact with children for extended periods without other adults being present.
- Providing food or equipment at or for a sporting, cultural or other entertainment venue or providing a venue.