

Working With Children Check

Quick guide for contractors

This quick guide applies to contractors employed in either child-related work or non-child-related work with the Department. Contractors include:

- contractors engaged directly by the Department of Education or other NSW government agency
- sub-contractors
- employees of a contractor or sub-contractor.

The information in this guide is based on the [Working with Children Check \(WWCC\) procedure](#). For full details of the Working With Children Check process, please refer to this procedure.

Please see the following quick guides, for information on these types of contractors:

- WWCC quick guide for pre-qualified contractors
- WWCC quick guide for allied health and NDIS service providers

This guideline outlines the screening requirements and processes for:

1. [child-related work contractors](#)
2. [contractors engaged in the Assisted School Travel program](#)
3. [child-related contractors under the age of 18](#)
4. [non-child-related contractors](#)
5. [contractor engaging a sub-contractor](#)
6. [renewing your WWCC \(for child-related contractors only\)](#)
7. [Consequences of not having an active WWCC clearance.](#)

Applicable from 2 March 2020

Document: Quick guide for contractors (PD-2005-0264-04)

Parent Document: Working With Children Check Procedure (PD-2005-0264-01)

If this is a printed copy, refer to the department's Policy Library for the most recent version.

Child-related work contractors

A child-related work contractor is a paid contractor hired by the Department, a principal or parents and citizens (P&C) association to perform work that ordinarily involves direct contact with children.

It is your responsibility to apply for WWCC clearance with the Office of the Children's Guardian (OCG) before you start work at a school or other Department of Education work site.

Step 1

Apply for a WWCC clearance by going to the [OCG website](#) and selecting **Apply for your check**. You will have to complete and submit the online form

Step 2

Visit a [Service NSW Service Centre](#), a NSW motor registry, or a NSW council agency offering Roads and Maritime Services to verify your identity and pay the appropriate application fee.

Step 3

Complete the [WWCC Declaration for Child-Related Work - Specified Volunteers and Child-Related Contractors](#)

Step 4

Provide the school with:

- Your WWCC clearance from the OCG
- Your completed [WWCC Declaration for Child-Related Work - Specified Volunteers and Child-Related Contractors](#)
- Photo ID: see [WWCC – Guide to Identity Documents](#). The school will check the ID details with the information provided by you but is **not** required to scan and store the ID.

Note: Verification process may take a few days for clearance.

Contractors engaged in the Assisted School Travel program

Step 1

Please refer to the [Assisted School Travel program \(ASTP\)](#) website for the full application.

You will need to provide ASTP with:

- Your WWCC clearance from the OCG
- Your completed Declaration for [Child-Related Work-Nationally Coordinated Criminal History Check \(NCCHC\)](#)
- Your completed [Nationally Coordinated Criminal History Check \(NCCHC\) Informed Consent form](#)
- Four identity documents as specified in the NCCHC informed consent form.

Note: Processing time may take 28 days or more for clearance.

Child-related contractors under the age of 18

If you are under the age of 18, you are exempt from the requirement to obtain a WWCC clearance. However, you must provide a declaration and show photo identification.

Step 1

Complete the [WWCC Declaration for Volunteers and Non-Child Related Contractors](#)

Step 2

Provide the school with:

- Your completed [WWCC Declaration for Volunteers and Non-Child Related Contractors](#)
- Photo ID: see [WWCC – Guide to Identity Documents](#). The school will check the ID details with the information provided by you but is **not** required to scan and store the ID.

Non-child related contractors

A non-child-related contractor is hired by the Department, a principal or parents and citizens (P&C) association to perform maintenance services or other additional tasks that will not ordinarily involve contact with children for extended periods (eg tree lopping, electrical testing, annual maintenance of fire extinguishers).

As a non-child-related contractor you are exempt from the requirement to obtain a WWCC clearance. However, you must provide a declaration.

Step 1

Complete the [WWCC Declaration for Volunteers and Non-Child Related Contractors](#)

Step 2

Provide the school with:

- Your completed [WWCC Declaration for Volunteers and Non-Child Related Contractors](#)
- Photo ID: see [WWCC – Guide to Identity Documents](#). The school will check the ID details with the information provided by you but is **not** required to scan and store the ID.

Contractor engaging a sub-contractor

Step 1

Where the contractor is engaging a sub-contractor or an employee to perform work, the contractor is responsible for ensuring the sub-contractor or employee has met the relevant requirements under the Child Protection (Working with Children) Act.

The contractor must confirm to the principal in writing (prior to the commencement of the work) that the sub-contractor or employee has met relevant requirements under the Child Protection (Working with Children) Act.

The contractor must provide the school with the full name and date of birth of the employee or sub-contractor in writing prior to the sub-contractor or employee commencing work.

Step 2

On arrival at the school work site, the sub-contractor or employee must show photo identification and sign in. The school will check the ID details with the contractor's list but is **not** required to scan and store the ID.

Renewing your WWCC (for child-related contractors only)

Your WWCC clearance remains valid for up to five years from the date it is granted. You will need to get it renewed to be eligible for engagement.

Step 1

Apply for a renewal up to three months before your WWCC clearance expires. You can renew your WWCC clearance at any time from then until the date your current WWCC number expires.

To renew your WWCC clearance, go to the [Office of the Children's Guardian \(OCG\) website](#), select **Renew your WWCC clearance number**, and complete the online form.

Step 2

Visit a [Service NSW Service Centre](#), a NSW motor registry, or a NSW council agency offering Roads and Maritime Services to verify your identity and pay the appropriate application fee.

Step 3

Provide your renewed WWCC clearance to the school.

Tip: commence the renewal process as soon as you receive the reminder notification from the OCG (three months before your WWCC expiry date) as processing times can take four weeks or longer.

If you haven't received a renewal notification, [make sure your contact details are up to date with the OCG](#).

You can also find your expiry date and WWCC number online by following the **Find my WWCC number** link in **I'm an applicant** panel on the [Office of the Children's Guardian website](#). Your number and expiry date will be emailed to you. Or you can call the OCG customer service team on 02 9286 7219.

Caution: if you haven't heard about your renewal five days before your WWCC expires, follow up with the Office of the Children's Guardian.

Without a WWCC clearance you cannot be engaged by the Department in a child-related role.

If you are already employed or engaged in a child-related role, allowing your WWCC expire or not having a valid WWCC may result in your engagement being terminated or offer of engagement withdrawn.

Consequences of not having an active WWCC clearance

If your WWCC clearance expires, or is cancelled, closed, subject to a bar or interim bar, the Department cannot employ you in a child-related role.

Existing contractors who work in child-related roles whose WWCC clearance expires will be unable to work for the Department, and their engagement may be terminated immediately on expiry of their clearance.

It is the responsibility of the contractor to advise the Department's Human Resources directorate of any changes to personal details, in particular contact details and/or change of name.