

Working With Children Check

Quick guide for employees

This guide applies to employees applying for a WWCC for the first time and those renewing their WWCC. It also covers employees whose check becomes cancelled for any reason.

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

This guideline outlines the following processes:

1. [Applying for a WWCC](#)
2. [Renewing your WWCC](#)
3. [If you don't renew your WWCC by expiry date](#)
4. [Consequences of not having an active WWCC](#)

Some tips:

- To automatically receive a notification when it is time to renew your WWCC number, ensure your contact details are up to date by going to the [Office of the Children's Guardian \(OCG\) website](#) and selecting **Update details**. It is your legal responsibility to advise the OCG and the Department of any change to your information, in particular your contact details and/or change of name.
- You can also find your WWCC number and expiry date online by following the **Lost my WWCC number** link in the [I'm an applicant](#) section on the OCG website. Your number and expiry date will then be emailed to you. Or you can call the OCG customer service team on 02 9286 7219.
- If you haven't heard about your renewal five days before your WWCC expires, follow up with the OCG and inform the Department's probity unit via wwccrenewals@det.nsw.edu.au.

Applicable from 2 March 2020

Document: Quick guide for employees (PD-2005-0264-02)

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.

Applying for a WWCC

If you are seeking employment in child-related work you are required to obtain a WWCC clearance as a condition of employment.

It is your responsibility to apply for the WWCC clearance with the Office of the Children's Guardian (OCG):

Step 1

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

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

Once the OCG notifies you that your new WWCC clearance has been issued, provide your WWCC clearance to the school or business area where you are seeking employment.

WWCC applications may take the Office of the Children's Guardian 4 weeks or longer to process. The Department cannot fast-track applications.

Step 4

Employees must also meet the Department's screening requirements. This requires the employee to:

- complete the [Declaration for Child Related Work – Nationally Coordinated Criminal History Check \(NCCHC\)](#)
- complete the [Nationally Coordinated Criminal History Check \(NCCHC\) informed consent form](#)
- provide four identity documents as specified in the NCCHC informed consent form.

Step 5 (Teachers only)

If you are a teacher, you must also provide your WWCC clearance to NSW Educational Standards Authority (NESA) so that your eligibility for accreditation to teach can be determined.

You can lodge your WWCC via your teacher accreditation (eTAMs) account or by email to WWCC@nesa.nsw.edu.au

Renewing your WWCC

Your WWCC clearance remains valid for 5 years from the date it is granted. You will need to renew it to continue in your role.

Step 1

Apply for a renewal up to 3 months before your WWCC expires. You can renew at any time from then until the date your current number expires. You are encouraged to apply as soon as you get the first renewal notice.

To renew your WWCC from, go to the [Office of the Children's Guardian website](#) and select **Renew your WWCC number**. 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

Provide confirmation to the Department once the Office of the Children's Guardian notifies you that your WWCC clearance has been renewed. You need to submit your renewed WWCC clearance through the Employee Self Service (ESS) portal or, if you are unable to access the portal, email the WWCC to wwccrenewals@det.nsw.edu.au

WWCC renewal applications may take the Office of the Children's Guardian 4 weeks or longer to process. The Department cannot fast-track renewal applications.

Step 4 (teachers only)

If you are a teacher, you must also provide your WWCC clearance to the NSW Educational Standards Authority (NESA) to maintain your accreditation. You can lodge your WWCC via your teacher accreditation (eTAMs) account or by email to WWCC@nesa.nsw.edu.au

Note: You must provide your renewed WWCC clearance to both the department and NESA in order to maintain your approval to teach in NSW public schools.

Consequences of not renewing your WWCC by the expiry date

If the Office of the Children's Guardian has not yet notified you of the outcome of your renewal, or if you have not made a renewal application 1 month prior to the expiry date, you will receive a Notice of Intent email from the Department's probity unit via wwccrenewals@det.nsw.edu.au

When this occurs:

- if you **have not** applied for a renewal, follow steps 1 to 3 for 'Renewing your WWCC' above, or
- if you **have** applied for renewal, advise the probity unit as per step three for 'Renewing your WWCC'.

Permanent employees only

If you have applied to the Office of the Children's Guardian to renew your WWCC and have leave entitlements available, you may be able to apply for leave (other than sick leave) until your WWCC is renewed and you can return to duty. Otherwise you may be suspended without pay.

Consequences of not having an active WWCC

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

Existing employees working in child-related roles whose WWCC clearance expires will be unable to work for the department immediately on expiry of their clearance. You will be contacted by the human resources' probity unit when this occurs.

It is the responsibility of the employee to advise the department (via human resources' probity unit) of any changes to personal details, in particular, contact details and/or change of name.

Permanent employees

Day WWCC expires:

- automatic suspension without pay, or

- if a WWCC application is in progress, may access paid leave (other than sick leave) if available.

Email sent to Manager/Principal seeking confirmation the employee is not on duty.

14 days after expiry:

- letter of allegation of misconduct.

Letter gives 14 days to show cause for not having a valid WWCC or WWCC application, otherwise employment will be terminated.

28 days after expiry:

- employment terminated.

If no WWCC or active WWCC application, a notice of termination of employment is issued. For teachers – Teacher Accreditation is suspended and Approval to Teach cancelled.

Temporary employees

Day WWCC expires:

- automatic suspension without pay, or
- temporary contract may cease.

Email sent to manager/principal seeking confirmation the employee is not on duty. For teachers – Approval to Teach is suspended (administrative action pending). For non-teaching staff – Approval to Work suspended.

28 days after expiry:

- Approval to Work revocation finalised

For teachers – Approval to Teach cancelled and they will be required to apply for reinstatement of Approval to Teach.

Non-teaching staff will need to reapply for employment.

Casual employees

Day WWCC expires:

- employment immediately withdrawn.

Email sent to manager/principal seeking confirmation the employee is not on duty.

For teachers – Approval to Teach suspended (administrative action pending).

For non-teaching staff - Approval to Work suspended.

28 days after expiry:

- Approval to teach revocation finalised

For teachers – Approval to Teach cancelled and they will be required to apply for reinstatement of Approval to Teach.

Non-teaching staff will need to reapply for Approval to Work.