

Working With Children Check

Quick guide for allied health and NDIS contractors

This guide applies to allied health and National Disability Insurance Scheme (NDIS) service providers engaged by a parent or guardian of a student to provide child-related services during school hours in NSW public schools.

These include but are not limited to:

- speech pathologists
- occupational therapists
- psychologists/psychiatrists.

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 the procedure.

This guideline outlines the screening requirements and processes for:

- [Allied health and NDIS service providers](#)
- [Out of home care and non-government social workers](#)
- [Renewing your WWCC by expiry date](#)
- [Consequences of not having an active WWCC clearance](#)

Applicable from 2 March 2020

Document: Quick guide for allied health and NDIS contractors (PD-2005-0264-06)

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.

Allied health and NDIS service providers

As a child-related allied health or NDIS service provider delivering services to a student or students in a NSW public school you must:

- hold a valid WWCC clearance from the Office of the Children's Guardian (OCG);
- provide a completed WWCC declaration to the school; and
- show photo identification to allow the school to verify your identity.

The decision for an allied health or NDIS service provider to deliver services on school grounds and during school hours remains a negotiation between the principal and the parent/s. The Department will only screen these service providers delivering services on school grounds and during school hours.

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 online form

Step 2

Visit a [Service NSW Service Centre](#), a NSW motor registry, or a NSW council agency offering RMS 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 must 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 to clear.

Out of home care (OOHC) designated agencies

As an out of home care (OOHC) designated agency (eg Life Without Barriers, Barnardos) you are screened and accredited by the Office of the Children's Guardian (OCG) and covered under the current arrangements in place for NSW Departments of Family and Community Services, Communities and Justice, and Health.

Wear your designated agency-issued photo ID during each visit to the school and present a photo ID with your date of birth (see [WWCC – Guide to Identity Documents](#)) and sign the visitor register. The school is not required to scan nor keep a copy of the ID.

A current list of designated agencies the OCG has accredited to provide statutory out-of-home-care services in NSW is available on the [OCG website](#).

Renewing your WWCC and updating it with the Department of Education

Your WWCC clearance remains valid for up to five years from the date it is granted. You will need to renew it to remain eligible to provide services to students of NSW public schools.

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 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 RMS 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 renewed WWCC clearance
- your completed [WWCC Declaration for Child-Related Work – Specified Volunteers and Child-Related Contractors](#)
- photo ID (see [WWCC – Guide to Identity Documents](#)). The school must 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 to clear.

Consequences of not having an active WWCC clearance

If your WWCC clearance expires, or is cancelled, closed, subject to a bar or interim bar, you cannot deliver services to a student at a NSW public school.

If their WWCC clearance expires, existing contractors working in child-related roles will be unable to deliver services to students in a NSW public school.