The Working with Children Check (WWCC) is a mandatory requirement for any worker engaged in child-related work.

The WWCC has been in place since 15 June 2013. Any worker engaged in child-related work is required to meet the relevant WWCC requirements outlined in the WWCC procedure prior to commencing work. The department cannot engage a worker in a child-related role without a valid WWCC clearance.

Types of Working with Children Check

People who are seeking to be engaged in child-related work in the department must meet certain requirements depending on how they are engaged, some are listed below (for a full list go to appendix 1 of the WWCC procedure):

a) Paid employee working in child related role: paid WWCC clearance; 4 specified ID documents; appendix 7 and appendix 8
b) Parent volunteer (not in specified work): 100 points of ID and appendix 5
c) Specified volunteer: volunteer WWCC clearance, 100 points of ID and appendix 11
d) Child-related contractor: paid WWCC clearance, 100 points of ID and appendix 11
e) Non-child-related contractor: 100 points of ID and appendix 5 (Note: excludes maintenance contractors engaged and cleared for employment by the department, such as cleaning contractors).

Applying for the Working with Children Check

Individuals are responsible for obtaining their own WWCC clearance. The application process is prescribed by the Office of the Children's Guardian (OCG) on its website www.kidsguardian.nsw.gov.au.

For new workers, the WWCC must be obtained from OCG and verified by the department as part of the recruitment process, and prior to commencing in a child-related role.

For existing child-related workers, the WWCC clearance must be renewed prior to expiry and verified by the department in the eCPC system.

Workers who fail to obtain a WWCC clearance cannot be engaged in a child-related role.

Verification of the Working with Children Check

Once a worker provides their WWCC clearance, the department must verify the clearance with the OCG to ensure that it is valid and current.

a) For all recruitment coordinated by Human Resources (HR) (eg teachers and school administration and support staff), HR will verify the WWCC clearance.

b) For all recruitment arranged by school principals (eg casual school administrative and support staff or child-related contractors), school principals are responsible for checking the not to be employed database and initiating the verification of the WWCC clearance through eCPC.

c) If the worker coming in to the school has been engaged by a third party employer (eg a Special Religious Educator or Special Ethics Educator or tertiary practicum student) the employer or tertiary institution must provide written advice to the school principal that the worker’s WWCC clearance has been verified.

Renewing the Working with Children Check

Once granted, a person’s WWCC clearance remains valid for up to five years from the date it is granted. A person’s WWCC clearance may be cancelled sooner or subject to an interim bar or bar as determined by the OCG.
For more information refer to the WWCC Policy and Procedure or Contact:
Probity Unit on probityunit@det.nsw.edu.au