

# Working with Children Check

## Factsheet



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 after this date has been required to meet the relevant WWCC requirements outlined in the WWCC procedure prior to commencing work. Workers engaged by the department in child-related work immediately prior to 15 June 2013, are not required to obtain their WWCC clearance until their specified transition date. The department cannot engage a worker in a child-related role without a valid WWCC clearance beyond their transition date.

### Types of Working with Children Check

People who are seeking to be engaged in child-related work in the department are required to meet one of the WWCC requirements below:

- a) WWCC Clearance and 100 points of identification (there are two classes of WWCC clearance- paid or volunteer); OR
- b) Declaration for volunteers and contractors (see appendix 5 for details) and 100 points of identification

### 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](http://www.kidsguardian.nsw.gov.au).

For new workers, the WWCC must be obtained as part of the recruitment process, and prior to commencing in a child-related role. For workers engaged in child-related work immediately prior to 15 June 2013, the WWCC clearance must be obtained prior to the relevant transition date. Workers who fail to obtain a WWCC clearance by the

relevant transition date cannot be engaged in a child-related role past the transition date.

### 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 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 paid employee of the P&C; a Special Religious Educator or cleaners in schools) the employer 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](mailto:probityunit@det.nsw.edu.au)