

## Information sheet for applicants

# How to apply for a Working with Children Check Clearance

**Note:** Subject to conditions, existing child-related workers in the Department of Education are not required to apply for a Working with Children Check (WWCC) Clearance until the relevant compliance date as prescribed in the *Child Protection (Working with Children) Regulation 2013*. For further information, please contact your relevant human resources area for advice.

The application process for a WWCC Clearance is as prescribed by the Children's Guardian. For the full conditions, please visit the website at <http://www.kidsguardian.nsw.gov.au>.

## Who needs to apply

If you are required to obtain a Working with Children Check (WWCC) Clearance as a condition of employment or engagement in child-related work, and you are not an existing child-related worker in the Department, you must apply for the Clearance as issued by the Children's Guardian (if you don't have one already).

## How to apply

- Complete the online application form which can be accessed at:  
<http://kidsguardian.nsw.gov.au/check>.

If you cannot access the online system, call the Children's Guardian customer service on (02) 9286 7219 for assistance.

- Once you have made an application, you will receive an application (APP) number. Details provided on your application must be exactly the same as your identity documents.
- In order for your application to be processed, present your application number to a NSW motor registry, RMS Agency or Service NSW, along with your 100 points proof of identity (which consist of the same proof required when applying for a NSW drivers licence). It is a requirement for you to be in NSW in order to

obtain a WWCC Clearance. For information about an Agency near you, please go to [www.service.nsw.gov.au/service-centre](http://www.service.nsw.gov.au/service-centre). Once your application has been processed, the Children's Guardian will notify you of the outcome by email or post.

You will not be employed by the Department in a child-related role if you do not have a WWCC Clearance number. The Department does not accept Working with Children Checks from other jurisdictions.

## Fee

### Clearance for paid employment

A person seeking clearance for paid child-related work will be required to pay an application fee of \$80 for a five-year clearance. This fee is not refundable even in the event that your clearance is cancelled or if you withdraw your application.

### Volunteer clearance

A person with a volunteer clearance can be engaged in unpaid child-related work. An application fee does not apply.

### What records are checked

The WWCC process obtains applicants' national criminal histories from CrimTrac. Records include: convictions (spent or unspent), charges (whether

heard, unheard or dismissed) and juvenile records.

Workplace misconduct findings are also considered. If a misconduct investigation finds that sexual misconduct, including grooming, or serious physical assault of a child has occurred, nominated reporting bodies must report this finding.

If the outcome of a WWCC is a clearance, the child-related worker will be subject to ongoing monitoring for relevant new records during the period that your WWCC Clearance is valid.

## Validity

If you receive a WWCC Clearance, the Check is valid for 5 years (from the date it is granted), unless it is cancelled sooner by the Children's Guardian or if you surrender it sooner.

## For further information:

Email: [check@kidsguardian.nsw.gov.au](mailto:check@kidsguardian.nsw.gov.au)

Phone: **02 9286 7219**

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

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