Information sheet for applicants
How to apply for a Working with Children Check Clearance

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. 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
Phone: 02 9286 7219
Website: www.kidsguardian.nsw.gov.au

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NSW Department of Education

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.