



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 and Communities 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.kids.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://www.newcheck.kids.nsw.gov.au>.

If you cannot access the online system, call the Children's Guardian customer service on (02) 9826 7627 and an officer will complete the application form for you.

- Once you have made an application, you will receive an application number.
- Present your application number to a NSW motor registry or Government Access Centre, along with proof of identity (which consist of the same proof required when applying for a NSW drivers licence). For information about the **NSW Motor Registry** or **Government Access Centre** near you, telephone 13 22 13. See next page for a full list

of NSW Motor Registries and Government Access Centres.

- 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 if you do not receive a WWCC Clearance number.

Cost

Non-volunteer clearance

A person with a non-volunteer clearance can be engaged in either paid or unpaid child-related work.

An application fee applies (**\$80** as of 15 June 2013) which is paid for by the person applying for the clearance.

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 on the application process:

Email: newcheck@kids.nsw.gov.au

Telephone: 02 9286 7276

Website: www.newcheck.kids.nsw.gov.au

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NSW Motor Registries

For further information please visit:

http://www.directory.nsw.gov.au/motor_registries.asp

A Albury Armidale	D Deniliquin Dubbo	I Ingleburn Inverell	N Nambucca Heads Narellan Narooma Narrabri Narrandera Nelson Bay Newcastle North Ryde North Sydney Nowra Nyngan	R Raymond Terrace Richmond Rockdale Ryde	U Ulladulla Unanderra
B Ballina Bankstown Batemans Bay Bathurst Bega Belmont Beverly Hills Blacktown Bondi Junction Botany Broken Hill Burwood	E Eden Engadine Erina	K Kempsey Kiama		S Shellharbour Silverwater Singleton Springwood St Marys	W Wagga Wagga Walgett Wallsend Warners Bay Warriewood Wauchope Wellington Wentworth West Wyalong Wetherill Park Wollongong Woy Woy Wynyard (City) Wyong
C Campbelltown Carrington Casino Castle Hill Cessnock Chatswood City South - Surry Hills Coffs Harbour Cooma Coonabarabran Cootamundra Corrimal Cowra	F Fairfield Finley Five Dock Forbes Forster Frenchs Forest	L Leeton Lidcombe Lightning Ridge Lismore Lithgow Liverpool	O Orange	T Tamworth Taree Tenterfield The Entrance Thornleigh Toronto Toukley Tumut Tweed Heads	Y Yass Young
	G Glen Innes Gosford Goulburn Grafton Griffith Gunnedah	M Maclean Maitland Manly Maroubra Junction Marrickville Merrylands Miranda Mittagong Moree Moruya Mount Druitt Mudgee Murwillumbah Muswellbrook	P Padstow Parkes Parramatta Penrith South Port Macquarie		
	H Hay Hornsby Hurstville		Q Queanbeyan		

Government Access Centres

For further information please visit:

http://www.directory.nsw.gov.au/gap_centres.asp

B Balranald Barham Boggabilla Bombala Boorowa Bourke Brewarrina	D Dorrigo Dunedoo	H Hay Hillston Holbrook	M Maclean Merriwa Moama Moree Moruya Moulamein Mount Druitt Mungindi Murrurundi	O Oberon	T Tamworth Temora Tenterfield Tumbarumba
C Cobar Condobolin Cooma Coonabarabran Coonamble Crookwell Culcairn	E Eden	I Inverell		P Peak Hill	
	F Finley Forbes Forster	K Kyogle		Q Quirindi	U Ulladulla
	G Gilgandra Glen Innes Grenfell Gundagai	L Lake Cargelligo Lightning Ridge Lockhart	N Nambucca Heads Narooma Narrabri Narrandera Nyngan	R Rylstone	W Walcha Walgett Warialda Warren Wentworth West Wyalong Wilcannia
				S Scone	