

## Working With Children Check

A Working With Children Check involves a national police check and review of findings of misconduct involving children, and the result is either a clearance to work with children for five years, or a bar against working with children. If the outcome is a clearance, the Check can be used for any child-related work (paid or voluntary) in NSW.

### **How to apply**

#### **Step 1**

Fill in an online application form at [www.newcheck.kids.nsw.gov.au](http://www.newcheck.kids.nsw.gov.au). If you cannot access the online system, call a Customer Support Officer for assistance on (02) 9286 7219.

Once you have submitted the completed form, you will receive an application number. This application number cannot be used by employers for the online verification process until you complete STEP 2.

#### **Step 2**

Take your application number and your proof of identity to a NSW motor registry or NSW Council Agency that offers RMS services.

If you are in paid work, you will also need to pay an \$80 application fee. The Check remains free for volunteers & students on professional placement. Volunteer-class Checks are only valid for unpaid child-related work.

#### **Step 3**

Once your application has been processed, you will receive the outcome by email (or post if you do not have an email address). Please allow up to four weeks to receive the results.

If cleared to work with children you will be issued with a Working With Children Check (WWCC) Number.

#### **Step 4**

If you are Cleared to work with children, provide your WWCC number to the Club/Association/Employer.

#### **Step 5**

Club/Association/Employer enters your name and WWCC Number onto a nominated website and if cleared the club is clear to engage you to work with children under the age of 18.

### **Results of a Check**

There are only two outcomes of a Working With Children Check – a clearance or a bar. If the outcome is a clearance, your Check will be valid for five years for any child-related work in NSW.

Cleared applicants will be subject to ongoing monitoring and relevant new records may lead to a bar against working with children.

If a bar is being considered, you will be contacted in writing and asked to submit information which must be considered in the final decision.

If a bar is applied, you will be notified in writing. While a bar is in place it is an offence to engage in any child-related work, paid or unpaid.