

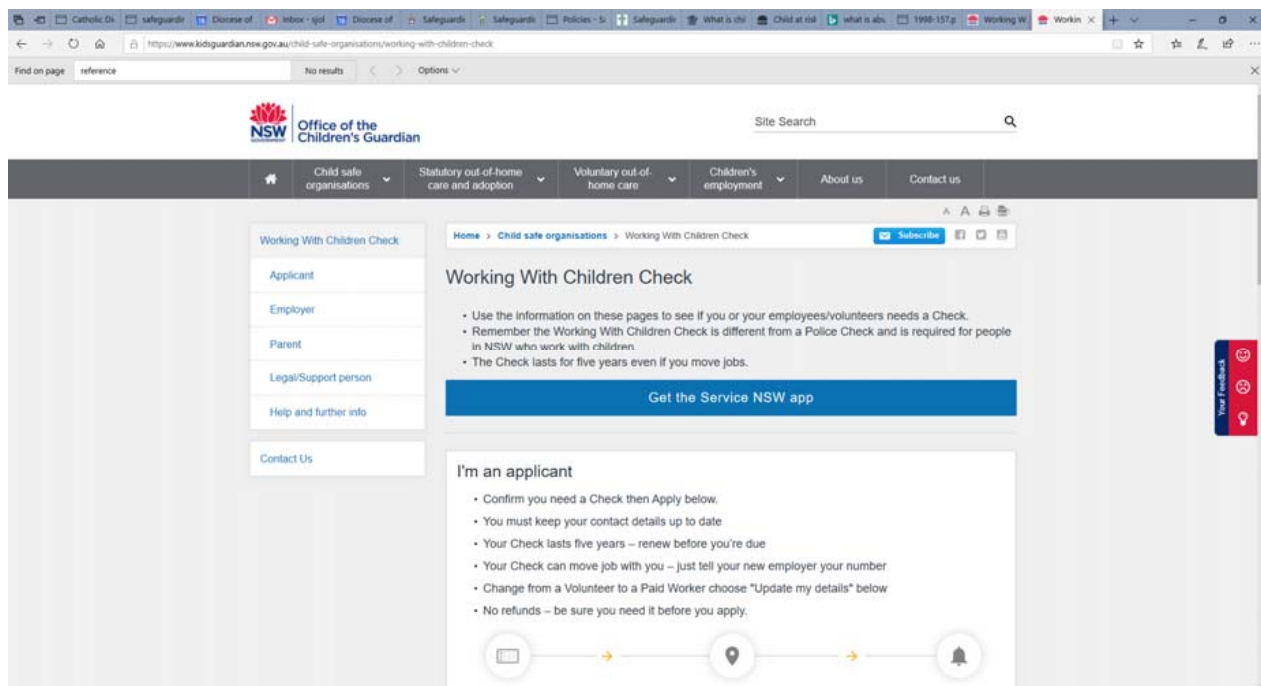
Frequently Asked Questions: Working with Children Checks (WWCC)

It is a legal requirement under the Child Protection (Working with Children) Act 2012 (NSW) that any worker whose role involves direct contact (i.e. physical contact or face-to-face contact) with children as part of their role must have a Working with Children Check (WWCC) clearance number prior to commencing their role.

How do I apply for a WWCC?

You can apply online or you can call the Working with Children Customer Service Team on 02 8219 3777. To apply online please use the link below and see the screen shot to follow the online application process:

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

The screenshot shows the NSW Office of the Children's Guardian website. The page title is "Working With Children Check". It features a navigation menu with options like "Child safe organisations", "Statutory out-of-home care and adoption", "Voluntary out-of-home care", "Children's employment", "About us", and "Contact us". The main content area includes a "Get the Service NSW app" button and a section titled "I'm an applicant" with a list of instructions: "Confirm you need a Check then Apply below.", "You must keep your contact details up to date", "Your Check lasts five years – renew before you're due", "Your Check can move job with you – just tell your new employer your number", "Change from a Volunteer to a Paid Worker choose 'Update my details' below", and "No refunds – be sure you need it before you apply." A progress bar at the bottom shows three steps: "Apply", "Check", and "Renew".

After a WWCC has been applied for, the applicant will receive an application number that is to be taken, with proof of identity, to the NSW Motor Registry.

What is checked when applying for a WWCC?

The Office of the Children's Guardian is the government agency responsible for the application and verification process of the WWCC. The following records are checked when a person applies for a WWCC:

1. An applicant's national criminal history, including:
 - convictions (spent or unspent)
 - charges (whether heard, unheard or dismissed)
 - juvenile records

2. Any findings of misconduct by a reporting body are also considered. If a misconduct investigation has found that sexual misconduct (including grooming) or serious physical assault of a child has occurred, nominated reporting bodies must report this finding to the Office of the Children's Guardian.
3. Continuous monitoring: If the outcome of the WWCC is a clearance, the cleared individual will be subject to ongoing monitoring for relevant new records for the five-year life of the clearance. Some records will trigger a risk assessment by the Office of the Children's Guardian, which may lead to the clearance being cancelled.

The Check is fully portable which means it can be used for any paid or unpaid child-related work in NSW for as long as you remain cleared.

How long will it take to process?

Most applications are processed within 48 hours when the applicant has no records. However, it may take up to four weeks depending on a number of factors including;

- The application form was not completed correctly
- There is a police or disciplinary information about the applicant that must be retrieved and considered before determining their eligibility to work with children
- The applicant has a common name shared by more than one person, and so work is required to match the name with the correct records that need to be reviewed.

Do I have to pay for a WWCC?

If you're applying because you're a paid employee or self-employed, there's a fee for the WWCC (currently \$80). If you're a volunteer, you won't need to pay the fee.

How long does the WWCC last?

The WWCC is valid for 5 years from the date of issue. A renewal is required after this time.

It is your responsibility, to apply for (and renew every five years) your own WWCC clearance number and to provide the number (prior to commencing work) to your relevant supervisor for collection and verification purposes as well as for the storage of this information. A person cannot be employed without a clearance

At what age does a person require a WWCC?

Children under the age of 18 do not require a WWCC even if working in child related work in a volunteer or paid capacity.

Do parent volunteers require a WWCC?

Parents and close relatives are able to volunteer without a WWCC when the volunteering is:

1. by a parent or close relative of a child in activities for the child's school, early education service or other educational institution
2. by a parent or close relative, with a team, program or other activity in which the child usually participates in or is a team member.

However, a Check is required if:

- the activities for either of the two points above involves an overnight camp for kids.
Parents volunteering at overnight kids' camps must have a WWCC
- the work is part of a formal mentoring program, even if they are doing so as a volunteer
- if the activity or work involves the intimate personal care of children with a disability

If parents are working or volunteering to provide service for children who are not their own, then they may need a WWCC. You may need to consult with Safeguarding Office for clarification.

More information regarding exemptions can be found at:

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/parent>

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/employer/who-needs-a-working-with-children-check>

Office of the Children's Guardian WWCC Resources

There is a wealth of information on the WWCC process, and accompanying resources, available on the Office of the Children's Guardian website:

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

For more information

If you have any further questions, please contact the Safeguarding office by phone on 02 6621 9444 or via email safeguarding@lismore.catholic.org.au

Related Documents: *Diocesan Working with Children Check (WWCC) Policy*