



ASC OF NSW LTD
HANDBOOK: WORKING WITH CHILDREN CHECK

Contents

1.What is the Working with Children Check (WWCC)?	Page 2
2.Who needs a WWCC?	Page 2
3.How do individuals apply for a WWCC?	Page 6
4.Does a Show Society have to register as an employer for WWCC even if they have no employees (volunteer run organisation)?	Page 7

1. What is the Working with Children Check (WWCC)?

The Working with Children Check (WWCC) is a requirement for anyone who works or volunteers in child-related work in NSW. It involves a National Police Check (criminal history record check) and a review of reportable workplace misconduct.

Results of a National Police Check can take up to 4 weeks to be received.

The outcome of a check is either a clearance to work with children or a bar against working with children. If cleared, the check will be valid for 5 years, however applicants are continuously monitored.

If you're applying because you're a paid employee or self-employed, there's a fee for the WWCC. If you're a volunteer, a student on a professional placement, potential adoptive parents, or an authorised carer, you won't need to pay the fee.

You can apply online for your WWCC.

2. Who needs a WWCC?

Eligibility

- anyone aged 18 or older
- anyone whose role involves direct physical or face-to-face contact with children.

What you need

- personal details, including date and place of birth
- your original [proof of identity documentation](#)

Proof of identity - what you will need

The Australian Criminal Intelligence Commission (ACIC) has imposed proof-of-identity requirements for anyone applying for or renewing their Working with Children Check. ACIC requires these higher standards to minimise the risk of identity theft and to further protect the safety of children. These changes came into effect on 1 December 2019.

The online application and renewal process requires you to enter four identification documents. After you have lodged your application online, you need to attend a Service NSW centre with the original documents to have your identity verified and pay your fee (if applicable). Your email receipt will have more information about next steps.

There is an alternative proof of identity process available for authorised carers (foster carers) and their adult household members. [Further information on the alternative proof of identity process.](#)

Types of document you will need

You need to provide four identification documents:

- One commencement of identity document
- One primary use in the community document
- Two secondary use in community document

The identification documents you provide must be original, current, physical documents and must include at least one photo ID.

Examples of the documents you need are below. The combination of the identity documents collected must contain the applicant's:

- Full name (first, middle and family name)
- Date of birth
- Photograph

The identification documents you provide must include your current, full name. If your identification documents show different names, you must also provide evidence of your name change in addition to the four identification documents.

This includes, if you have:

- A maiden name
- Ever changed your name
- A name that was anglicised on your arrival to Australia
- Ever provided a different name to any government agency in Australia.

You need to provide evidence of the change which can include:

- A change of name certificate issued by Australian Registry of Births, Deaths and Marriages.
- An Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are not accepted).
- Deed Poll.

Commencement of identity document

Provide one of the below (first, middle and family name):

- Full Australian birth certificate (not an extract or birth card)
- Current Australian passport (not expired)
- Australian Visa current at the time of entry to Australia as a resident or tourist supported by current overseas passport*
- Current ImmiCard issued by Department of Home Affairs (previously the Department of Immigration and Border Protection) that enables the cardholder to prove their visa and/or migration status and enrol in services*
- Current certificate of identity issued by Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia
- Current document of identity issued by DFAT to Australian citizens or people who have the nationality of a Commonwealth country for travel purposes.
- An Australian naturalisation or citizenship document (including Citizenship by Descent) issued by the Department of Immigration and Border Protection.

* If you don't have evidence of your current visa, contact the Australian Department of Home Affairs <https://www.homeaffairs.gov.au/>

- One primary use in the community document

Provide one of the below (must have your first and family name)

- Current Australian driver licence, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed
- Current passport issued by a country other than Australia supported by your current Australian visa document
- Current proof of age or photo identity card issued by an Australian Government agency in the name of the applicant, with a signature and photo
- Current shooters or firearms licence showing a signature and photo (not minor or junior permit or licence)

- Two secondary use in community document

Provide two of the below (one document must include family name and your first given name in full)

- Current Medicare card
- Current security guard or crowd control photo licence
- Evidence of current right to an Australian government benefit (Centrelink or Veterans' Affairs). Card or interim letter are suitable evidence, statements will not be accepted.
- Current consular photo identity card issued by DFAT
- Current photo identity card issued by the Australian Defence Force

- Current Police force ID card issued to an officer by a police force
- Current Australian tertiary or secondary student photo identity document (if it does not have an expiry date and has only issue date, accepted up to two years from the date of issue)
- Academic transcript from an Australian university up to 12 months from date of issue
- Current credit or account card issued by a bank, building society, credit union, American Express or Diners Club International displaying the applicant's family name and first name in full and signature
- State or territory government rates assessment notice up to 12 months old
- Australian Utility bill showing the applicant's name and address up to 12 months old
- Bank statement or letter up to 12 months old, issued by a bank, building society, credit union, American Express or Diners Club International including the applicant's family name and first name in full, account number or account type, and financial institute letterhead or financial institute branch stamp.

Note: to use more than one bank or credit card as a secondary use in the community document, the cards must be from different institutions. A bank card and bank statement can be used from the same institution or account.

If you do not have access to the types of documents listed above, please contact the Working with Children Check Customer Service Team by calling 02 8219 3777 or going to their [Contact us page](#).

Legitimate reasons do not include:

- You find the proof-of-identity process inconvenient or time-consuming
- You do not understand the identity requirements: contact us and we will help you understand what is required
- You have lost or damaged your documents, or they have expired: you will need to replace or renew them first or use alternative documents

Note: If you were born in Australia and do not have a commencement document, please obtain a birth certificate from the Registry of Births, Deaths and Marriages in the state or territory where you were born (unless you have evidence that your birth was not registered).

3. How do individuals apply for a WWCC?

<https://www.service.nsw.gov.au/transaction/apply-working-children-check>

1. Go to website
<https://wwccheck.cyp.nsw.gov.au/Applicants/Application>
2. Complete the online form ensuring the name you enter matches your identity documents exactly.
3. Visit a [service centre](#) to present your original identity documents and (if applicable) pay the fee.

Note: Once you've provided your identity documents at the service centre, the National Police Criminal History check begins. This process can take up to 4 weeks.

More information

- You don't need a WWCC if you're a parent or close relative of a child, volunteering:
 - at the child's school, early education service or other educational institution, or
 - with a team, program, or activity that your child usually participates in or is a team member of.
- You're also exempt if your work is considered non-child related, such as:
 - a student working in a clinical placement in a hospital or other health service
 - a referee, umpire, linesperson, or other sporting official or grounds person, if the work doesn't ordinarily involve contact with children for extended periods without other adults present
 - providing food or equipment at a sporting, cultural or other entertainment venue.
- If you'd like help with your application, please call:
 - WWCC Customer Service Team on [8219 3777](tel:82193777), or email check@ocg.nsw.gov.au.

4. Does a Show Society have to register as an employer for WWCC even if they have no employees (volunteer run organisation)?

Check your responsibilities as a Working with Children employer

If your organisation is involved in child-related sectors of society, whether in a paid or voluntary capacity, you need to ensure that as an employer, you comply with the Working with Children Check (WWCC) requirements. These requirements are to ensure that the safety of children is not put at risk.

Child-related sectors include:

- child development
- child protection services
- children's health services
- clubs or other bodies providing services for children
- disability services
- early education and childcare
- education
- entertainment for children
- justice centres
- religious services
- residential services
- transport services for children
- youth workers
- school cleaners.

As an employer you must:

- [register your organisation](#) online with the Office of the Children's Guardian (OCG), regardless of whether you were previously registered
- identify which roles in your organisation need a Working with Children Check (WWCC)
- [verify all workers have a valid WWCC](#), including new paid workers before you hire them, and existing workers and volunteers (new and current) before the end of your industry sector's [phase-in period](#)
- keep records of each worker's date of birth, WWCC number, verification details and employment status (paid or volunteer)
- ensure no worker with a 'barred', 'interim barred', or 'not found' WWCC status is involved in child-related work
- check with the OCG to see if your organisation is required to be a reporting body.

Documents

- [Working With Children Check policy template – DOC](#)
- [Working With Children Check record keeping template –DOC](#)
- [Working With Children Check checklist – DOC](#)

Links

- [Office of the Children's Guardian](#)
- [Who needs a Working With Children Check](#)
- [Working With Children Check fact sheets and resources](#)

How to register an organisation for the online Working with Children Check system

Introduction

If your organisation is involved with children, whether it's in a paid or voluntary capacity, you must register it online with the Office of the Children's Guardian. Registering also allows you to verify that your workers have valid Working with Children Checks (WWCCs).

You need to register with the online WWCC system, even if your organisation was registered under the old system.

What you need

- name of the business/organisation
- ABN number (if applicable)
- business address
- a username and password for the account
- name and contact details of 1 or 2 senior people within the organisation who'll be notified should a worker become barred.

How to register

1. Select the 'Register online' button.
<https://wwccheck.cyp.nsw.gov.au/Employers/Registration/Create>
2. Complete the online form.
3. Select the 'Submit' button.

More information

- Each email address you enter into the online form must be different.
- Once you submit your form, you can [log in](#) with your username and password and verify the WWCC status of your employees and/or volunteers, or update your details.