

WORKING WITH CHILDREN CHECK

New rules are being phased in where all persons over the age of 18 who work with children whether on a paid or volunteer basis need to have a Working with Children Check.

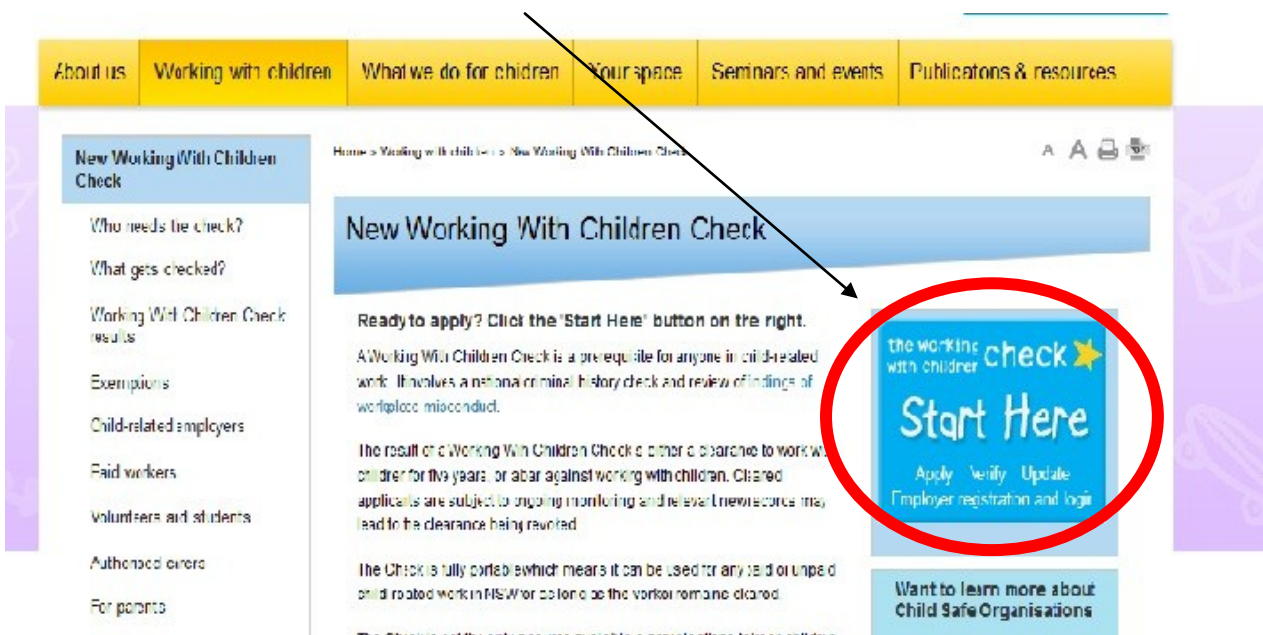
There are 2 types - volunteers and paid workers.

A volunteer check is free.

1. To apply for a WWC check go to <http://www.kids.nsw.gov.au/>
2. Click on the blue Working with Children Check button



3. Click on blue Start Here button



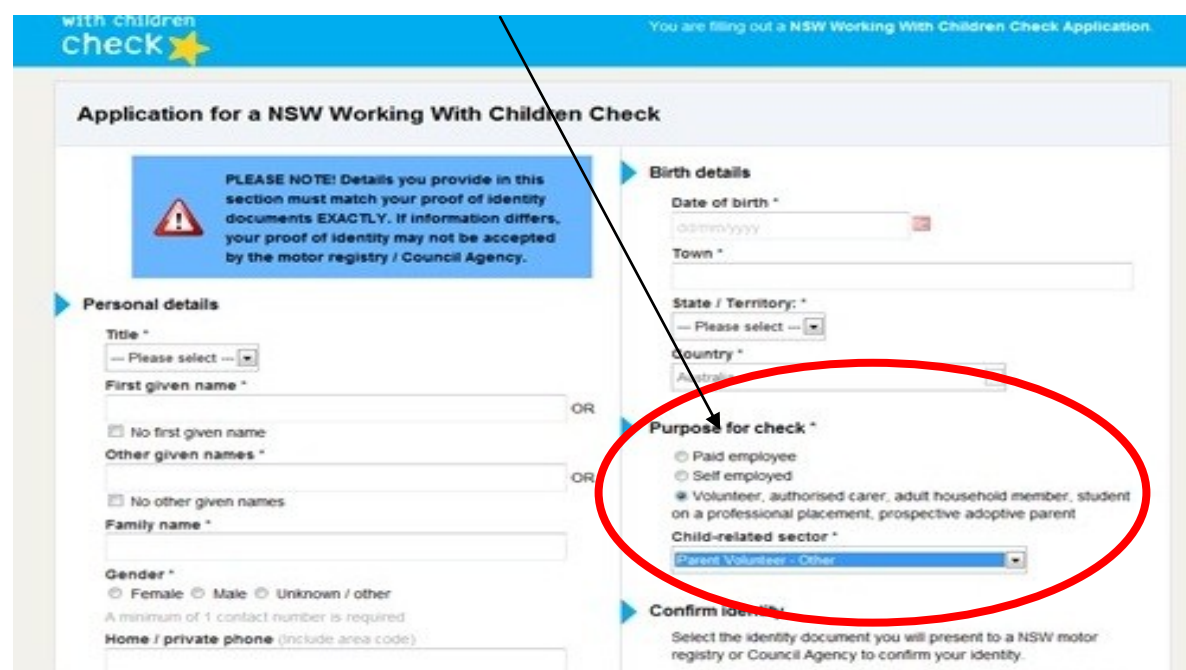
4. Click on the Apply for your Check button



5. Click on the Continue and apply button



6. Fill out relevant fields - under **Purpose for Check**: select **Volunteer** and in **Child Related Sector** drop down box select: **Parent Volunteer - Other**



Once you have filled out **all** relevant fields click on **Next**

7. Remember to check the box to confirm you have read the consent details and press submit.

the working with children check

You are filling out a NSW Working With Children Check Application

Application for a NSW Working With Children Check

Consent

I have fully completed this Form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me and is correct.

I acknowledge that the provision of false and misleading information is a serious offence.

I acknowledge that the Office of the Children's Guardian is collecting information in this Form to provide to the CrimTrac Agency (an Agency of the NSW Government).

Please check the box to confirm you have read and agree to the above declaration and acknowledge that the information you have provided can be used to assess your suitability to work with children.

I understand that if I am engaged in child-related work by the NSW government agencies of Education and Communities, Family and Community Services, Juvenile Justice or Health, the Office of the Children's Guardian may inform the agency that my National Police History Check obtained from the CrimTrac Agency did not disclose any criminal history information.

Please check the box to confirm you have read and agree to the above declaration.

Previous Submit

8. Once your application has processed the following page will appear with your New Application Receipt and details on finalising your application.

New application receipt

Finalising your Working With Children Check application.

Please make a note of your Application Number: _____ You will need it to complete your application.

Next steps

To complete your application you must attend a [NSW motor registry or NSW Council Agency](#) to:

- verify your identity

You will need:

- your Working With Children Check application number
- [proof of your identity](#)

We cannot begin to process your application until you have fulfilled the proof of identity requirement.

PLEASE NOTE!

If you work in an industry that is being phased in within [the current phase in period](#), you **MUST** complete your application by attending a [NSW motor registry or NSW Council Agency](#) as soon as possible. This will help to ensure that your Check is processed by the **DEADLINE** of 21 March 2014.

If you are **NOT** subject to the [phase in schedule](#), you have until _____ **to visit** a NSW motor registry or NSW Council Agency to complete your application.

Your results

Please allow **FOUR WEEKS** from the date you complete the proof of identity requirement to receive your results. We regret that we are unable to provide any update on the progress of your application during this time. To find out why your results may be delayed, see [FACT SHEET - When will I receive my results?](#)

9. Once you have received your application verification please bring your WWC number to St. Joseph's for us to record.

Any parents planning on volunteering at St. Joseph's for any activities will need this check.