

APPLYING FOR NSW WORKING WITH CHILDREN CHECK

Purpose

To outline the steps required to apply for an NSW Working with Children Check (WWCC), and how to correctly process approved applications within the **AustraliaOne** business system.

Scope

All approved **AustraliaOne** party members must hold a valid WWCC in accordance with:

- Applicable state/territory regulations and laws.
- **AustraliaOne** Constitution, Policies and SOP.

APPLICATION PROCESS

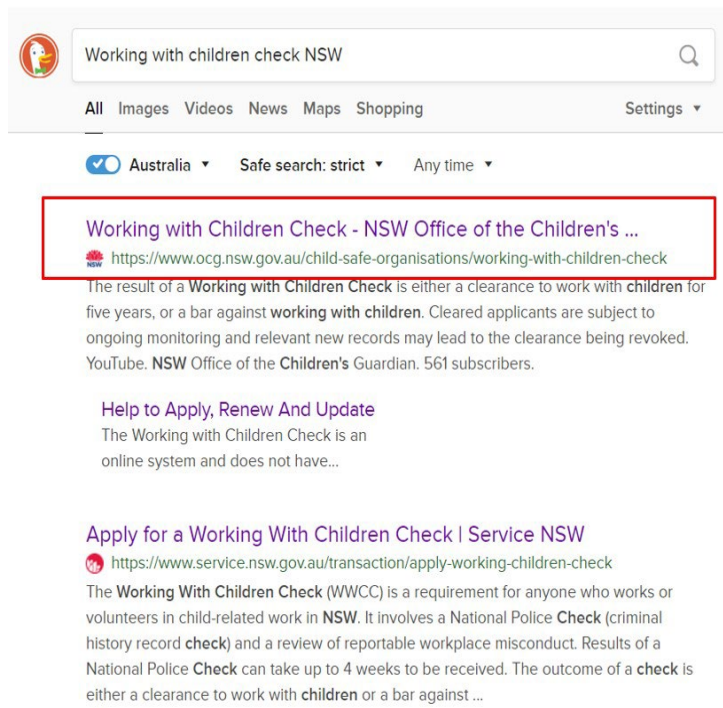
Where to apply

The NSW Government websites that address the WWCC application process are:

- The [Office of the Children's Guardian](#) are responsible for monitoring and processing all WWCC applications in NSW. The website contains in depth information regarding the application, including a list of acceptable identification documents. Applications must be completed via the online form.
- [Service NSW](#) contains information only and re-directs users to the Office of the Children's Guardian Website to complete the online application. Once cleared individuals can access their WWCC details via the [Service NSW app](#).

How to apply

Step 1 Using an internet search engine type: *Working with Children Check NSW.*

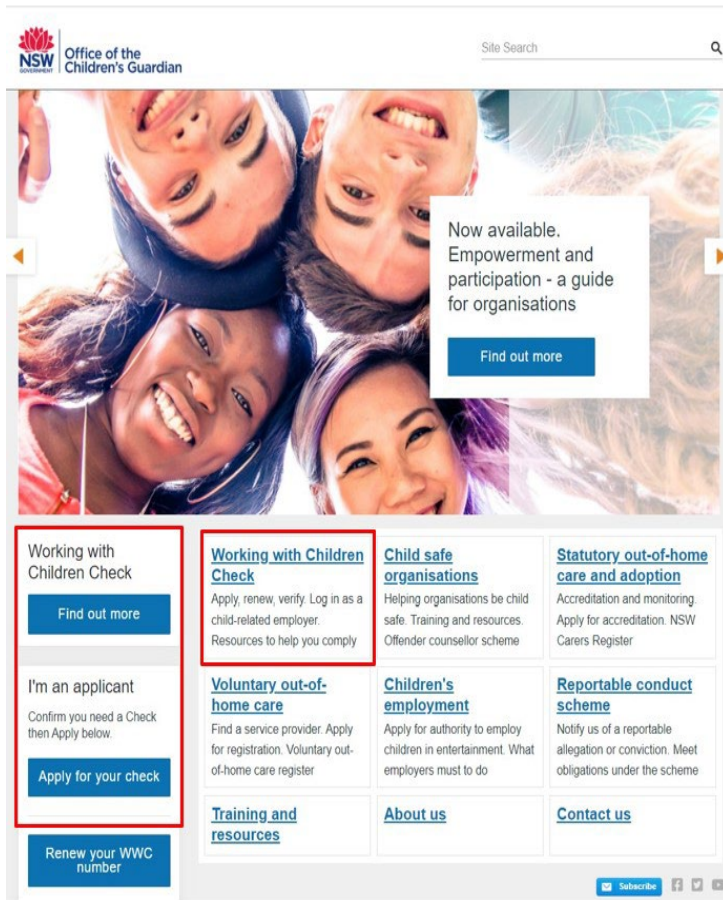


The screenshot shows a Google search for "Working with children check NSW". The search results are filtered for Australia and show two relevant results:

- Working with Children Check - NSW Office of the Children's ...**
<https://www.ocg.nsw.gov.au/child-safe-organisations/working-with-children-check>
 The result of a **Working with Children Check** is either a clearance to work with **children** for five years, or a bar against **working with children**. Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked. YouTube. **NSW Office of the Children's Guardian**. 561 subscribers.
[Help to Apply, Renew And Update](#)
 The Working with Children Check is an online system and does not have...
- Apply for a Working With Children Check | Service NSW**
<https://www.service.nsw.gov.au/transaction/apply-working-children-check>
 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 ...

Click to open the homepage:
[NSW Office of the Children's Guardian](#)

The [Working with Children Check](#) page will display.

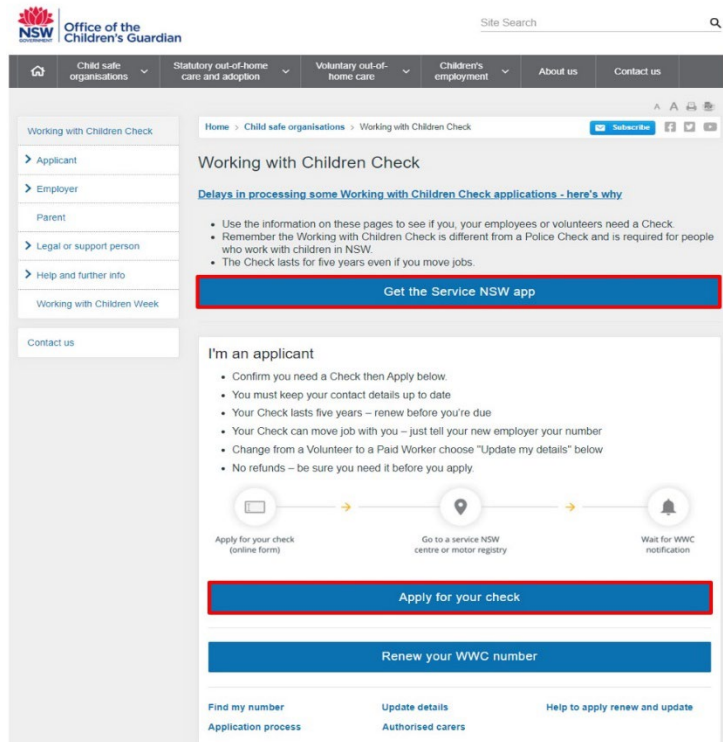


This page introduces applicant categories (employer, parent, volunteer) and explains in detail the application process for each category.

Click on these menu options to access detailed information and launch the application information page.

Step 2 The Application Information page will display.

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



The full Application Process is detailed [HERE](#).

To Launch the application form clicking the **Apply for your check** button.

NOTE: The Service NSW app is not required to complete the WWCC application process.

This app gives you digital access to approved licences, registration and WWCC data.

Step 3 Complete the WWCC Application Form.

Application for a NSW Working With Children Check registration

PLEASE NOTE! Details you provide in this section must contain your full name (first, middle and family name), and all documents must be current. If the information differs, your proof of identity may not be accepted by Service NSW Centre.

Personal details

Title: Mr

First given name: John

Middle or Other given names: Regular

Family name: Citizen

Gender: Male

Do you identify as being Aboriginal and/or Torres Strait Islander? No

Birth details

Date of birth: 01/01/1970

Town: Pheasantville

Country: Australia

State / Territory: NSW

Purpose of check

Check purpose: Volunteer, authorised carer, adult household member, student on a professional placement, prospective adoptive parent

Child related sector: Parent Volunteer - Other

Identity documentation

Commencement of identity document: Australian birth certificate

Reference number: 123456789

Primary document: Australian driver licence

Reference number: 123456789

Secondary document 1: Medicare Card

Reference number: 1234 5678 911 3

Secondary document 2: Utility bill

Reference number: 123456789

Reference Numbers come from the document (eg: Passport, Birth Certificate, Medicare, Car, Customer number etc)

Contact details

Mobile phone: 0407123456

Home / private phone: [Empty]

Business phone: [Empty]

Email address: john@email.com

Please confirm your email address: john@email.com

Current address

Street address: 123 First Ave

Suburb / Town: Pheasantville

State: NSW

Postcode: 2221

Mailing address: Same as above

Previous names and aliases

Have you ever changed your name or used a different name? No

Next

Complete your personal data and select **Volunteer** in the Purpose of check section

Purpose of check

Check purpose *

- Paid employee
- Self employed
- Volunteer, authorised carer, adult household member, student on a professional placement, prospective adoptive parent

Child related sector *

Parent Volunteer - Other

NOTE: For AustraliaOne purposes you are an unpaid **Volunteer**

The WWCC are free of charge for unpaid **Volunteers**.

Once complete click the **NEXT** button

Step 3 Giving consent and making the declaration.

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 under the WWCC Act.

I acknowledge that the Office of the Children's Guardian is collecting information in this Form to provide to the Australian Criminal Intelligence Commission (ACIC), an Agency of the Commonwealth of Australia, and the Australian Police Agencies for the purposes of a National Police History Check.

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 Australian Criminal Intelligence Commission (ACIC) did not disclose any criminal history information.

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

I'm not a robot

Previous **Submit**

The consent and declaration page will display.

Read both declarations and then give consent by clicking the check the boxes.

To proceed click in the **I'm not a robot** reCAPTCHA check box.

Step 4 Authentication via reCAPTCHA.

Follow the reCAPTCHA prompts and when complete click the **VERIFY** button.

Then, click the **Submit** button.

Step 5 Acknowledgement Emails from WWCCNotification@kidsguardian.nsw.gov.au



The first email you receive is an auto-generated acknowledgement of your application.

The second email you receive will be your clearance/approval notification. This email contains your WWCC Number, expiry date and the type of clearance.

- You need to retain a copy of this email for your personal records.
- Your WWCC should now be available to view on the Service NSW app.

NOTE: NSW **DO NOT** issue photo WWCC ID Cards

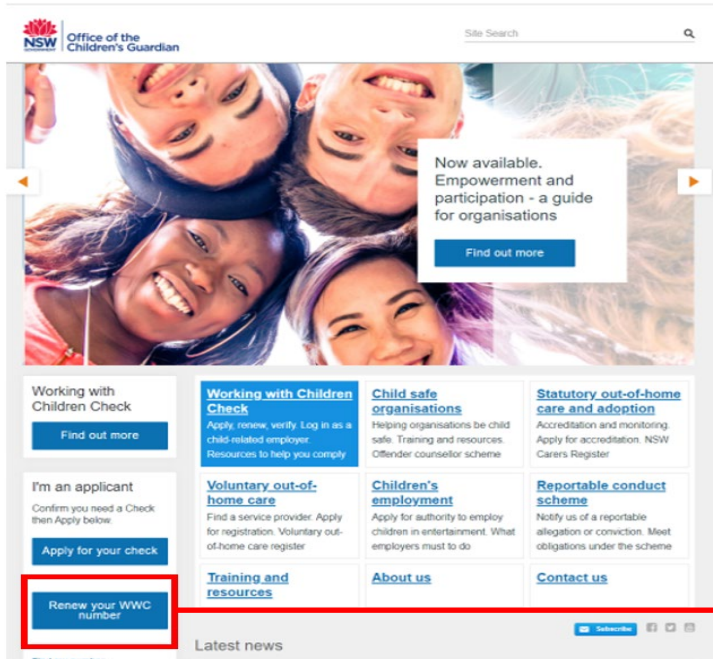
Step 6 End of process – 2.2 How to apply

Renew an existing WWCC registration.

When your WWCC is due to expire you will receive notification from the Office of the Children’s Guardian reminding you to renew your WWCC clearance.

How to renew.

Step 1 Using an internet search engine visit the Office of the Children’s Guardian homepage.



Click to open the homepage: [NSW Office of the Children’s Guardian](#)

The [Working with Children Check](#) page will display.

Click here to launch the renewal form.

Step 2 The Renew WWCC registration form will display.

Ensure that you are completing the form to **RENEW** a WWCC

Complete your personal data and select **Volunteer** in the Purpose of check section

NOTE: For AustraliaOne purposes you are an unpaid **Volunteer**

The WWCC are free of charge for unpaid **Volunteers**.

Once complete click the **NEXT** button

Step 3 Giving consent and making the declaration.

The consent and declaration page will display.

Read both declarations and then give consent by clicking the check the boxes.

To proceed click in the **I'm not a robot** reCAPTCHA check box.

Follow the reCAPTCHA prompts and when complete click the **VERIFY** button.

Then, click the **Submit** button.

Step 4 Acknowledgement Emails from WWCCNotification@kidsguardian.nsw.gov.au



The first email you receive is an auto-generated acknowledgement.



The second email you receive will be your clearance/re-approval notification. This email contains your WWCC Number, new expiry date and the type of clearance.

- You need to retain a copy of this email for your personal records.
- Your WWCC should now be available to view on the Service NSW app.

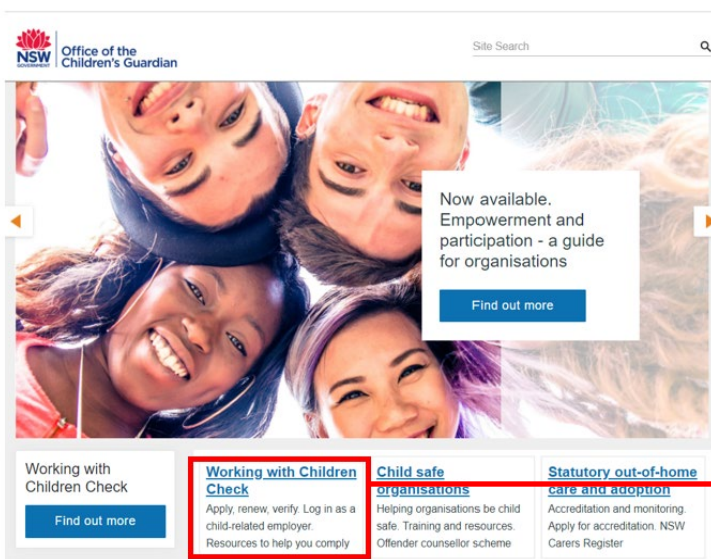
NOTE: NSW **DO NOT** issue photo WWCC ID Cards

Step 5 End of process – 4.1 How to renew

How to make changes to an existing WWCC

<https://wwccheck.cyp.nsw.gov.au/Applicants/ChangeOfDetails>

Step 1 Using an internet search engine visit the Office of the Children’s Guardian homepage.



Click to open the homepage: [NSW Office of the Children’s Guardian](https://www.kidsguardian.nsw.gov.au)

Click here to launch the Working with Children Check Page .

Step 2 The Working with Children Check page will display.

The [Working with Children Check](#) page will display.

Click here to launch the Update Details Page .

Step 3 The make changes form will display.

Ensure that you are completing the form to **CHANGE** WWCC registration details

Complete your personal data and make a selection from the change options provided.

Click the **Yes** button to open the applicable option.

Complete the information requested and when finished click the **Next** button.

NOTE: In some cases, you may be required to submit proof documents in person at your local Service NSW office.

Once complete click the **NEXT** button

Step 4 Giving consent and making the declaration.

The consent and declaration page will display.

Read both declarations and then give consent by clicking the check the boxes.

To proceed click in the ***I'm not a robot*** reCAPTCHA check box.

Follow the reCAPTCHA prompts and when complete click the ***VERIFY*** button.

Then, click the ***Submit*** button.

Step 5 Acknowledgement Emails from WWCCNotification@kidsguardian.nsw.gov.au



The first email you receive is an auto-generated acknowledgement.



Visit your local Service NSW office with all applicable documents if required to do so.

NOTE: Your updated WWCC registration may be issued in hardcopy during this visit. *(Ask the assistant to send you a copy via email as well).*



The second email you receive will be your updated clearance notification.

- You need to retain a copy of this email for your personal records.
- Your WWCC should now be available to view on the Service NSW app.

NOTE: NSW **DO NOT** issue photo WWCC ID Cards

Step 6 End of process – 4.1 How to make changes to existing WWCC

Expiry Date Management

Expiry date management is the responsibility of each individual WWCC holder. **AustraliaOne** will not issue reminder notices.

Failure to manage your expiry date may result in your **AustraliaOne** membership being placed on hold until we receive your updated WWCC data.

REGISTER YOUR WWCC WITH AUSTRALIAONE

How to update my **AustraliaOne** member record

Upon receipt of your original clearance, renewal or change of detail notification use the following processes to submit your WWCC to have your **AustraliaOne** member file updated.

Electronic Update - Email

Step 1 Take a photograph (selfie) holding your WWCC and identification evidence.



Hold your Drivers Licence and WWCC clearance, close to your face and have a photograph taken.

NOTE: The person in the photograph must match the Drivers Licence photograph. The Drivers Licence detail must match the WWCC name data.

The text on each document must be clear and legible in the photograph.

This proof of identity is required because NSW do not issue WWCC photo ID cards.

Other acceptable forms of photo Identification are:

[NSW Photo Card](#)
[Australian Passport](#)







Step 2 Email the photograph and documents to your State Coordinator Team.



Email the following files to your State Coordinator Team:

- The photograph of you holding your documents.
- The email clearance you received from WWCCNotification@kidsguardian.nsw.gov.au
- The identification you used when taking your photograph.

NOTE: Acceptable file formats are:

-  PDF: Portable Document Format.
-  JPEG or JPG: Joint Photographic Experts Group.
-  PNG: Portable Network Graphic.
-  ZIP: Utilising compressed files is also acceptable.

NSW AustraliaOne: <mailto:nsw@australiaoneparty.com>

Step 3 Acknowledgement of receipt and processing from AustraliaOne.



Upon receipt of your email the State Coordinator Team will process your information in the following manner:

- Review, accept, or reject the documents.
- Update your **AustraliaOne** status as applicable.
- Add the documents to your member record.



You will receive an Acknowledgement of Receipt and Processing email from the State Coordinator Team once your documents have been fully processed.

NOTE: All rejected documents will be returned with a re-submit request. The text on each individual document (including your photograph) must be clear and legible.

Step 4 Resubmit documents, if required.



Cycle through steps 1 – 4 until a Task Completion Notification email is issued by your State Coordinator Team.

Step 5 End of process – 3.2 Electronic Update - Email