

HOLD A CURRENT NEW SOUTH WALES WORKING WITH CHILDREN CHECK

Please let us know if you already have a NSW Working with Children Check. We are able to accept any valid check. Please bring a copy of your check or application number to your interview.

YOUR OBLIGATIONS

Applied for a WWC number before beginning **child-related work**

Ensure your contact details are always up to date. You can do this by visiting the MyCheck website page: <https://wwccheck.ocg.nsw.gov.au/ChangeDetails>

Applied for the correct class of clearance (volunteer or paid worker) for the work you are doing.

Provided every organisation with your WWC number or APP number if you haven't yet received a WWC number.

Every adult in child-related work in NSW, paid or volunteer, must have a Working With Children Check (unless subject to an exemption).

RENEW OR EXPIRED CHECK

If you have an existing Working with Children Check that is expiring within the next 3 months, you can renew your check online at: <https://wwccheck.ocg.nsw.gov.au/Renew>. This will ensure you have an ongoing valid childprotection check to continue your volunteering!

If you are unsure when your check expires you can find the information online at: <https://wwccheck.ocg.nsw.gov.au/FindMyNumber>

To ensure you receive notification about your checks expiry from the Office of The Children's Guardian ensure your email address is included in your contact details: <https://wwccheck.ocg.nsw.gov.au/ChangeDetails>.

APPLYING FOR A NEW CHECK

1. The following website will allow you to apply for a new check, this simple online form can be done prior to attending an interview: <https://wwccheck.ocg.nsw.gov.au/Apply>

When applying online,

- under **Purpose of check** please select:
 - Volunteer, authorised carer, adult household member, student on a professional placement, prospective adoptive parent.
- under **Child related sector** please select:
 - Child development. Most Smith Family roles will be classed as Child development. Some roles differ, so please refer to your coversheet for guidance.

2. Verification and Submission

Next, go to your local NSW Motor Registry or Service NSW office in some areas this may be a police station or other agency to provide your proof of identity. Until you have completed this step, your check has not been lodged.

Find a location at: www.service.nsw.gov.au/service-centre

At times this check can take weeks to clear so it is important to submit this as soon as possible.