
Working With Children Checks

New South Wales

The new online Working With Children Check (which commenced June 2013) covers more people, is more comprehensive and provides better protection for children. The new model is also consistent with other state and territory Checks.

A Working With Children Check involves a national police check and review of findings of misconduct involving children, and the result is either a clearance to work with children for five years, or a bar against working with children. If the outcome is a clearance, the Check can be used for any child-related work (paid or voluntary) in NSW.

A Check is a prerequisite for anyone in child-related work, but it is not the only resource available to organisations to keep children safe. Find out more about creating child-safe environments at www.kids.nsw.gov.au.

Who needs a Working With Children Check?

Only people in child-related work need to apply for a Working With Children Check. There are other checks available for non child-related workers (e.g. national police check). Child-related work means face-to-face contact with children in a child-related sector, or work in a stipulated, child-related role.

Some additional roles will require a Check, including prospective adoptive parents, adults who share the home of an authorised carer and adults who share the home of a family day care service provider or home-based education and care service provider. For more details, refer to the *Child Protection (Working With Children) Act 2012* and the *Child Protection (Working With Children) Regulation 2012*. The information is also available as a fact sheet, "what is child-related work?" [on the website fact sheet and resources page.](#)

When to apply

If you are starting a new job in child-related work, you must apply for a Check before you start. **If you are already in paid child-related work or you are a volunteer, you will be phased in over a five year period, according to your industry sector.** The phase in schedule is available as a fact sheet from [the website fact sheet and resources page.](#)

If you are self employed, you can continue to use your Certificate for Self Employed People until it expires. If you don't have a Certificate or it has already expired, you must apply for the new Check before you take on any new child-related jobs.

How to apply

STEP 1

Fill in an online application form at <http://www.kids.nsw.gov.au/Working-with-children/New-Working-with-Children-Check>. If you cannot access the online system, call a Customer Support Officer for assistance on (02) 9286 7219.

When you have completed the application, you will get an application number. This application number cannot be used for the online verification process until you completed STEP 2.

STEP 2

Take your application number and proof of your identity to a NSW motor registry or NSW Council Agency that offers RMS services.

If you are in paid work, you will also need to pay an \$80 application fee. The Check remains free for volunteers, students, potential adoptive parents and adults who reside in the home of; an authorised carer, family day care service provider or home-based education and care service.

Once your application has been processed, you will receive the outcome by email (or post if you do not have an email address). Most applications will be processed within 48 hours.

Results of a Check

There are only two outcomes of a Check – a clearance or a bar. If the outcome is a clearance, your Check will be valid for five years for any child-related work in NSW. If it is a volunteer-class Check, it may only be used for unpaid work.

All cleared applicants will be subject to ongoing monitoring and relevant new records may lead to a bar and the clearance being revoked.

If a bar is being considered, you will be contacted in writing and asked to submit information which must be considered in the final decision.

If a bar is applied, you will be notified in writing. While a bar is in place it is an offence to engage in any child-related work, paid or unpaid. In most cases, you can apply for a review of a bar to the Administrative Decisions Tribunal. For more information on the review process, refer to the fact sheet on bars and appeals, available on the [fact sheets and resources page on our website](#).

Timeline for change

For more information on the transition arrangements refer to the Transition arrangements fact sheet, available from www.newcheck.kids.nsw.gov.au.

Where can I get further information or resources?

- [NSW Commission for Children and Young People](#)