



SYDNEY ANGLICAN SCHOOLS CORPORATION

PROSPECTIVE NEW EMPLOYEES; VOLUNTEERS OR CONTRACTORS WORKING WITH CHILDREN CHECK PROCEDURE FROM 15TH JUNE 2013

Prior to Applying for Employment; Volunteering or Contracting at a Corporation School

Apply for a 'Working With Children Check' (WWCC) before you apply for the position; engage in volunteering or contract services. Contractor Exemption: Self employed contractors that hold a current 'Certificate of Self Employed People' until the expiry date. Identification verification will be required

WWCC Online Application

Complete the online application form available www.kids.nsw.gov.au/check
If you cannot access the online system contact (02) 9286 7627 and an Officer will assist you

Application Number

When the form is completed you will receive an Application Number

Take this number and proof of identity to a NSW motor registry

Paid Employment and Contractor s: Need to pay \$80 (tax deductible) which will give you a five year clearance

Volunteers: No fee is charged

Working With Children Check Status and Number

Once your application is processed, you will receive an e-mail or letter with your WWCC status and number

Usually within 48 hours

Clearance Status: Is valid for five years

Barred Status: You cannot work with children and it is an offence to do so. There is an appeal process for a 'bar'

Provide WWCC Number

Potential New Employees: Provide your WWCC number with your application for employment on the Employment Application Form

New Volunteers and Contractors (with unsupervised access to students): Provide your WWCC number prior to commencing work