

2 March 2015

Changes in legislation regarding working with children checks in NSW have meant that NSWIS must now put new procedures into place. The new procedures effect all staff as the NSWIS have identified all roles as "child related".

The changes affect the way a Working with Children Check is processed. It now links an individual with one number in NSW. This number is given to an individual who then provides it to all employers, it is linked to current criminal records and can be checked and rechecked at any time within its five year span through a simple online verification system. The new processes provide a far greater level of integrity.

The responsibility for applying for the Working with Children Check now rests with an individual, even those who have previously been cleared under the old legislation.

The NSWIS would like to support staff in applying for the Working with Children Check. Below are step by step instructions on how to apply for your WWCC verification number. It involves both an online application and a face to face approval at any RMS. Attached is a fact sheet that also gives these details.

1. Go to <http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check> for a link to the Working With Children website. Click on the Blue Box on the right hand side of the page for the "**working with children check – Start Here**".
2. Once redirected click on the **Apply for check** box and follow the prompts. (NB: you will need a valid driver's licence or other form of ID to complete the application online)
3. Fill the form out online and press "**submit**".
4. You will then be directed to a page with your **Application Number. Take note of this Number as you will need to take this with you to the RMS.**
5. To complete the application you must visit your local RMS (<http://www.rms.nsw.gov.au/cgi-bin/index.cgi?action=motorregistries.form>) and take with you your form of identification (Drivers Licence/Passport etc) and the Application Number you were given. You will also need to pay an \$80.00 Application fee. (The NSWIS will reimburse this fee to you once you supply the receipt to Peta Gardiner).
 - The closest RMS office to NSWIS is Lidcombe (Crn Swete & Mills St) or Burwood (Ground floor, 1-17 Elsie Street). These offices are open from 8:30-5:00 Monday-Friday
 - Following consultation with your Supervisor/Manager you will be given time during working hours to visit the RMS to apply face to face and complete the process.

6. The issuing of the WWCC Verification Number can take up to FOUR WEEKS. It will be sent to the email you supply, please check all inbox's, junk, spam, etc.
7. Once this has been received please forward the email to Liz Akerboom
REDACTED) The email should include the Verification details:
WWC number, date of birth and the date that you received your verification number.
8. Once we have received this information, we will process the verification online in accordance with the legislation.
9. Finally, submit your receipt to Peta to receive reimbursement.

It is a criminal offence for anyone to be employed in a "child related" role if they have been convicted of a child related offence.

All staff are asked to ensure the application process is complete by 31 March 2015. If you have any questions regarding this process or perceive any difficulties in applying for the WWCC please contact me.

Kind regards

Liz Akerboom
HR Manager