

Verification information for employers

Working with Children Check

March 2023

ocg.nsw.gov.au

Does your organisation have people who work or volunteer with children?

This may include language schools, religious services, community groups, and other similar organisations.

If so, you must do the following so your organisation complies with the law in NSW:

Step 1: Log in or Register as an employer

If you have registered previously, log in here:

<https://wwccemployer.ocg.nsw.gov.au/Login>

If you have not registered, go to our employer registration webpage:

<https://wwccemployer.ocg.nsw.gov.au/Register>

Fill in the form for your organisation. You will create your own Username and Password. Please keep these safe because you will need them to login in the future.

Step 2: Verify your workers and volunteers online before you engage them in child-related work

This is the only way your organisation can ensure a person has a valid Working with Children Check.

Go to our employer login webpage:

<https://wwccemployer.ocg.nsw.gov.au/Login>


Enter your Username and Password to log into the Employer Portal.

To verify your workers, ask them for their:

- surname
- date of birth
- WWC or APP number.

Enter these details before you engage the person in child related work. You will then see their status. This confirms if the person can work or volunteer with children.


If your worker has a status of “barred”, “interim barred”, “not found”, “closed” or “expired” you must remove the person from child-related work.

 Office of the
Children's Guardian Employer Portal


Verify Working with Children Check status

EMPLOYEES / VOLUNTEERS

VERIFICATION RESULTS

Family Name	Reference number	Result
SMITH	WWC0051277V	 CLEARED EXPIRES ON 20/11/2025 Elliott Smith has a current Volunteer Working With Children Check. This person may be engaged in any unpaid child related role.


PRINT

 Office of the
Children's Guardian Employer Portal

Verify Working with Children Check status

EMPLOYEES / VOLUNTEERS

VERIFICATION RESULTS

Family Name	Reference number	Result
SMITH	WWC0050257V	 BARRED Jane Smith is barred from working with children. It is an offence to engage this person in any child-related work.

PRINT

Step 3: Keep records

We will email you the status of your workers. You must keep the following details for each worker or volunteer engaged in child-related work:

- Person's full name
- Date of birth
- WWC number
- Clearance expiry date
- Verification date
- Verification status

Our 'Record keeping template' may help:

<https://ocg.nsw.gov.au/resources>

The law requires you to keep these records for 7 years after the person stops working with children.

If you verify someone with an APP number, you need to verify the person's WWC number as soon as it is available.

Step 4: Monitor

A cleared Working with Children Check lasts for 5 years. Your organisation must ensure your workers or volunteers renew their Working with Children Check before it expires. To confirm they have renewed, you must verify their Working with Children Check online again (Step 2).

More information about the Working with Children Check for employers and organisations is on our website in English.

<https://ocg.nsw.gov.au/working-children-check/organisation>

If you have any questions, please contact Working with Children Check Customer Service Team:

<https://ocg.nsw.gov.au/contact-us>

(02) 8219 3777

Interpretation support:

<https://www.tisnational.gov.au/>

Office of the Children's Guardian

www.ocg.nsw.gov.au

Switchboard: (02) 8219 3600

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