

# The NSW Working with Children Check

English

[check@ocg.nsw.gov.au](mailto:check@ocg.nsw.gov.au)

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## Who needs a Check?

People who work providing services to children generally need a Working with Children Check.

### Child-related work is

- providing services for under 18s
- where the work normally involves being face-to-face with children for extended periods
- where the worker or volunteer may be on their own with children
- working with confidential information about children.

### Exemptions are:

- A worker or volunteer who is under 18
- Private arrangements in your own home (such as with babysitters and cleaners)
- Visiting NSW for a short time (less than 30 days or a one-off event)
- Close relatives volunteering to help with their children at their usual school or extra-curricular activities, *except* in these three circumstances that do require a Check:
  - Providing personal care for a child with disability

- Part of a mentoring program
- Attending an overnight camp for children.

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## Remember

If you apply for a Working with Children Check:

- You must keep your contact details up to date.
- Your Check can be transferred with you, should you move roles – just remember to tell your new employer your WWCC details
- There is no card or certificate – You will receive an email with your WWCC number when you are cleared.

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## What is checked?

The Working with Children Check involves a screening process that checks:

1. Your national criminal history:
  - convictions (spent or unspent)
  - charges (whether heard, unheard or dismissed)
  - juvenile records.
2. Any findings of misconduct by a relevant entity.

If any triggers arise through this process, the application can be sent for risk assessment.

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## Outcomes

There are six possible outcomes of applying for a Working with Children Check:

- **Clearance** – you can work with children
- **Risk assessment** – you can work with children using your application number unless we notify you otherwise. You can request to withdraw your application during risk assessment.
- **Interim bar** – can happen during risk assessment if we consider there may be risks in you working with children
- **Bar** – can be an outcome following the risk assessment meaning you cannot work with children
- **Automatic bar** – convictions for some offences mean you cannot work with children.
- **Closed** – there are many reasons an application may be closed including duplicate applications and not responding to requested information.

We email you a clearance notification if you are cleared to work with children.

We notify you if your application results in an interim bar, automatic or other bar or is required to undergo a risk assessment. In these instances, we have to tell your employer about your status as you cannot perform child-related work. However, no other information will be shared with them without your written consent.

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## Factors we consider

There are many factors that are considered when we review records for risk assessment.

### Factors relating to the conduct

- Seriousness (as demonstrated by details of the conduct, court outcome and penalty)
- Length of time since it occurred
- Age and vulnerability of the victim
- Relationship between offender and victim(s)
- Age difference between offender and victim
- Whether the offender knew or could have known the victim was under 18

### Factors relating to the applicant

- Conduct since the offence
- Age at the time of offence and age now
- Seriousness of total criminal records

### Factors relating to recurrence

- Likelihood of the offences being repeated
- Impact on children of the offences being repeated

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## Continuous monitoring

In NSW we have a very strong Check that includes continuous monitoring.

This means that if a person gets a new relevant police or workplace record we are notified and can change the status of a WWCC.

Some records will trigger a risk assessment by the Office of the Children's Guardian, which may lead to the clearance being revoked.

### Office of the Children's Guardian

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