

# Risk assessment

## Working with Children Check (WWCC)

May 2022

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

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## What is a risk assessment?

The Office of the Children's Guardian aims to keep children and young people safe. One of the ways we do this is by screening and assessing people who want to work with children.

We screen everyone's police and workplace records. In some cases we need to get further information before we decide if they can get a WWCC clearance. This is called a risk assessment.

The risk assessment looks at:

- the nature, seriousness and circumstances of any offences or incidents
- the length of time that has passed since the offences or incidents
- any victims, their level of vulnerability and your relationship to them
- your conduct since any offences or incidents

The risk assessment can be undertaken when you apply for a WWCC, or after you have been issued a WWCC if new police or workplace records are identified.

Once the risk assessment is complete, we will decide if you should be granted a WWCC clearance or barred from working with children. Both last for 5 years.

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## Why are you being assessed?

There are a few reasons why you may be subject to a risk assessment:

- presence of police records listed in [Schedule 1](#) of the *Child Protection (Working with Children) Act 2012*
- findings of misconduct for sexual misconduct or serious physical assault of a child
- notifications by the Reportable Conduct Directorate
- sexual or violent charges, convictions, or misconduct which show a pattern of behaviour

The Children’s Guardian may also conduct a risk assessment if a person has records relevant to the safety of children. We will let you know the reasons why we need to complete risk assessment.

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## How do we do the assessment?

Risk Assessment is made up of 3 parts:

### 1. Police and workplace records

We look at all the charges in your police record. This includes juvenile offences, offences against adults, and charges that did not lead to a conviction. We don’t just look at offences involving children because some offences or behaviours might have an impact on children in the community or home, even if a child is not the victim. We also check if you have been the subject of any workplace investigations that have resulted in findings of misconduct against a child.

### 2. Government agencies

Assessments can involve a lot of information gathering. We often ask other government agencies for information, to help us with our assessment. This may include the Department of Communities and Justice, Police, Corrective Services, and the Courts.

We will let you know what information we have received from other agencies so you have the chance to respond.

### 3. Your story

We will ask you to provide information about the events that led to the assessment, what your life is like now and any experience you’ve had working with or caring for children. We want to hear about things you’re proud of, and what you think is important in helping keep children safe. We don’t think it’s fair to do an assessment without hearing your input.



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## What do you need to do?

If you get a letter or email saying you are at risk assessment, it is important you follow the instructions in the letter. If you have any questions about the assessment, email [WWCCAassessment@ocg.nsw.gov.au](mailto:WWCCAassessment@ocg.nsw.gov.au). One of our Assessment Officers will contact you. We can talk about your case and how you can participate in the assessment.

### **Office of the Children's Guardian**

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