

## **WORKING WITH CHILDREN CHECKS – ALL VOLUNTEER ADULT MEMBERS, ROVERS AND DESIGNATED HELPERS**

The NSW Government, through the Office of the Children’s Guardian (“OCG”), has introduced a New Working With Children Check (“WWCC”) that includes both paid employees AND volunteer Members, courtesy of the Child Protection (Working with Children) Act 2012.

The OCG administers the processing of WWCC Clearances under the Child Protection legislation. The WWCC applies to all paid employees and volunteers, who are considered to be working with children.

The OCG requires **ALL** volunteer Adult Members of Scouts, including Rovers and designated Adult Helpers, to hold WWCC Clearances.

Those “designated Adult Helpers” include:

- (i) All Adult Helpers attending a State or National event, and Region events and camps, as are considered appropriate by the Region; and
- (ii) All Adult Helpers who do not have a child in the section in which they participate;
- (iii) Any Adult Helper requested by the Region Commissioner to hold a WWCC; and
- (iv) All Committee members for each Group.

Failure to obtain your WWCC Clearance and provide it to State Office for verification will prevent your participation in an event you may be applying to attend.

The failure of any Adult Member, Rover or designated Adult Helper to complete the application process and provide a WWCC Clearance (for verification) will result in the individual Adult Member, Rover or designated Adult Helper and Scouts Australia NSW committing an offence if such person continues in Scouts activities. Scouts Australia NSW will, of necessity, take steps to avoid committing an offence under the Act.

As the WWCC Clearance is a personal clearance for you, the application and notification process is the responsibility of each individual Leader/Rover/Designated Adult Helpers. There is **NO** fee from the OCG for volunteers for the WWCC Clearance, which is then current for 5 years.

When you have received your WWCC Clearance number, could you please ensure that your **WWCC** Clearance number together with its **expiry date** and **your date of birth** is or has been provided to Virginia Pearce, Human Resources and Issues Management Adviser, via the **new dedicated WWCC email address: [wwcc@nsw.scouts.com.au](mailto:wwcc@nsw.scouts.com.au)**.

Thank you for your efforts to continue making Scouts a child safe organisation.

### **APPLYING FOR THE WORKING WITH CHILDREN CHECK**

If you have not already done so, please proceed to apply for your WWCC Clearance. Scouts NSW is obliged to **VERIFY** and then record your WWCC number and its verification.

It is a 4 step process:

- 1 You apply online at [www.kidsguardian.nsw.gov.au/working-with-children](http://www.kidsguardian.nsw.gov.au/working-with-children) (go to the **blue** Working With Children Check tab in the top right hand corner of the page) to apply for an APP (application) number. Click on “Apply for your Check” in the pop up box then click on “Continue and apply”. Then complete the application form on line.

The Office of Children’s Guardian (OCG) and Scouts Australia NSW take the view that as Scouts is a “child related” organisation, Scouts’ Adults have face to face contact with children. For the “Child related sector”, please tick the box for “Clubs or other bodies providing services to children.” This online application should take about 10 minutes and if you require assistance you can either contact OCG Customer Service (9286 7276) or Virginia Pearce at State Office on 9735 9029.

2 You must then take the APP number and your proof of identity document (the one you nominate online in Step 1) to the nearest Roads and Maritime Service Centre (RMS ie Motor Registry) or Service NSW Centre to finalise the process and submit the Check through the OCG’s WWCC system. The OCG advise that this takes up to 10 minutes at the RMS or Service NSW Centre. Centre locations can be found at <http://www.service.nsw.gov.au/service-centre>. At the RMS or Service NSW Centre, please ask for a receipt number. The APP number is very important so please keep it in a safe place.

3 Please retain that receipt number. The application process does NOT commence until you have your receipt from the RMS or NSW Service Centre.

4 Within days or weeks you should receive a WWCC email providing your WWCC Clearance Certificate which includes your WWCC Clearance Number and an expiry date. Please forward this email with the WWCC Clearance Certificate and your date of birth to Virginia Pearce to the email address below for her confidential online verification with the OCG. This verification and recording of your WWCC number completes the process. Your WWCC process is NOT complete until your WWCC Clearance number is verified and recorded by State Office.

[wwcc@nsw.scouts.com.au](mailto:wwcc@nsw.scouts.com.au)

Please check your spam or junk email as well as your normal inbox for the OCG email with your WWCC Clearance.

\*\*\* **PLEASE NOTE:** If you do not receive your WWCC email from the OCG within 14 days of your visit to the RMS, please provide that APP number to Virginia Pearce by email to the above email address.