Contractors working in Schools with Children - including self-employed workers

**Working with Children Requirements for those who provide a service to children**

On 15 June 2013 the new Working With Children Check (WWCC) commenced in NSW.

Under this new system:
- A person who is going to be in child-related work will need to apply through the NSW Government Agency to get their own WWCC ‘clearance’ for child related work. The person will then provide their ‘clearance’ number for the school to have it verified.
- This is a five year clearance for child-related work throughout NSW; it costs $80 and is tax deductible.

1. **Do you already have a Working With Children Check WWCC clearance?**
   If yes – go straight to COMPLETE STEP 3

   **For others** who are self-employed and hold a Certificate for Self Employed People in Child Related Work, you can continue to rely on your Certificate until it expires; then you must apply for a Check (the WWCC) before you start any new child-related job.

2. **Do you hold a current ‘Certificate for Self Employed People in Child Related Work’?**
   - **A.** If yes – the school will need to either:
     (i) sight the original and retain a copy of your Certificate, or
     (ii) obtain a certified copy of your Certificate.
   - **OR**

   For 2.B – and then COMPLETE STEP 3

3. **Once you have the WWCC Check**, then download and complete [W_C.1 Contractors Working in Schools with Children](http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check) and provide it to the school, or Catholic Education, Diocese of Wollongong (CEDoW) for CEDoW to formally verify your WWCC clearance.

   The clearance number will be in the form of: WWC__E
   [You can initially supply your WWCC application number if you are still awaiting your clearance number.]

4. Your WWCC clearance will also allow you to be eligible to work in other child-related work elsewhere. CEDoW will retain a current listing for its schools of those who have had their WWCC clearance verified.

   For further information from the NSW Office of the Children’s Guardian -
   Telephone: 92867276 or Email: check@kidsguardian.nsw.gov.au

   For further information contact Catholic Education, Diocese of Wollongong (CEDoW), phone (02) 4253 0800 and ask to speak to a person from ‘Child Protection’.

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