Employees Working in Schools

Working With Children Check (WWCC) requirements in NSW
- when applying for child-related work

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

Overview of the new Check

This has changed the NSW system for checking that a person is cleared to work with children. Now -

- **NEW employees** of Catholic Education, Diocese of Wollongong (CEDoW) in ‘child-related work’ will need to -
  - **Apply** through the NSW government agency to get their new Working With Children Check ‘clearance’ to work with children. [See details at - How to apply for the new Check].
  - Then **provide their ‘clearance’ number** for CEDoW to formally verify it before they commence work. Their clearance number will be in the form of: WWC _ _ _ _ _ E -
    - The person can initially supply their WWCC application number to CEDoW if the person is still awaiting their new WWCC clearance number.
  - This is a 5-year clearance for child-related work throughout NSW, which costs $80 for paid workers and is tax deductible.
  - Job applicants can now apply online for the new Check. How to apply for the new Check
  - These job applicants should provide details of their WWCC clearance number to CEDoW [or, supply their WWCC application number if still awaiting their new WWCC clearance].

- **EXISTING employees** of Catholic Education, Diocese of Wollongong (CEDoW) who then apply for positions that are ‘child-related work’ -
  - **Will not need to apply for the new Check at this stage.** In NSW the introduction of the new Check is being phased in over a 5-year period. Phase-in schedule for existing workers
    - Generally, **secondary school** positions would be child-related work and existing CEDoW employees in secondary schools will be required to obtain their Check during 2016.
    - Similarly, existing CEDoW employees in **primary schools** and other child-related work will be required to obtain their Check during 2017.

See NSW government agency website for the Working With Children Check
Website - www.kidsguardian.nsw.gov.au

For further information contact Catholic Education, Diocese of Wollongong, phone (02) 4253 0800 and ask to speak to a person from ‘Recruitment’ about the new Check arrangements.