

WORKING WITH CHILDREN CHECK

Club, Affiliate, Regions- Step by Step compliance guide

STEP 1- Create an Employee account

- Go to the [Children's Guardian Website](#)
 - Click on the **Start Here** blue box
 - In the Employer Registration section click on the **Register** button
 - Complete the Organisation details (remember to update details for main contacts following any changes in the committee)
- Click **submit**



STEP 2- Verifying a check

- Go to [Children's Guardian Website](#)
 - Click on the **Start Here** blue box
 - Choose the **Employer log in and verify** button from the Verify section and enter login details (if you have not already registered as an employer you will need to register first as per step 1)
- Select **Verify Working with Children Status** tab and enter to individual/s you are verifying details
 - Surname
 - Date of birth
 - WWC number of application number
- Click **Verify**



[Edit your details](#) [Verify Working With Children status](#) [Logout](#)

Verify Working With Children Check status

Enter employee or volunteer details below. Check correct spelling. You must enter either a Working With Children Check number or an Application number. Numbers must start with WWC or APP.

Family name *	Birth date *	Working With Children Check number	Application number
<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	OR <input type="text"/>
		<input type="button" value="Add"/>	<input type="button" value="Remove"/> <input type="button" value="Verify"/>

STEP 3- Understanding the verification message

Application in progress

- A WWCC is being processed and the applicant may work with children. If the applicant becomes barred, the Office of Children's Guardian (OCG) will contact you and advise what to do next

Cleared

- This applicant has a WWCC clearance that is valid until the listed expiry date

Interim Bar

- the applicant has been barred from working with children during the course of a risk assessment. **It is an offence to engage this person in child related work or child related roles.**

Barred

- the applicant has been barred from working with children and **it is an offence to engage this person in child related work or child related roles.**

Not found

- **The database cannot find a matching WWCC for any one of these reasons**
- the data entered for verification (name, dob, or WWCC number) has errors
- the person's application has been withdrawn/terminated without outcome
- the person has not completed an application for a WWCC
- **it is an offence to engage this person in child related work or child related roles.**



STEP 4- Record Keeping

Clubs, Affiliates and Regions must keep a separate record, either electronically or in hard copy format detailing the results of each individual verification. These records must be made available if required for audit by the Office of the Children’s Guardian and your own monitoring purposes.

Once the WWCC or application number has been verified online you **CANNOT** access the information again.

The minimum records must include

- Individuals full name
- Date of Birth
- WWCC number or application number
- Verification date
- Outcome of online verification
- WWCC expiry date (checks are valid for 5 years)

new south wales touch working with children check database

AFFILIATE/REGION NAME

Upper Comeback West

From June 15 2013 the new WWC commenced in NSW.

Paid employees must be checked and verified immediately

Volunteers to be phased in during 2015 and NOT before. (1st April to December 31)

NSWTA and Affiliates must be compliant by 1 April 2015.

This database reflects Paid Staff, Volunteer Committees and Panels and Coaches/Ass Coaches/Managers/Referees/Selectors

Status = Cleared Intrim Bar Bar

Surname	Given Names	DOB	APP/WWCC Number	Verification date	expiry date	Status	Volunter/Paid	position	Affiliate/Region	Verified by	Position
McGILLACUTTY	Mauren Rose	2/7/1958	WWC0001234E	30/8/2013	29/8/2018	Cleared	Volunteer	Aministrator	UCW TA	Tom Jones	MPIO