

NSWTA WORKING WITH CHILDREN "HOW TO" GUIDE

The following guide has been designed to inform Affiliate Coordinators of the recent changes that have been made around Working With Children Check submissions for all NSWTA events.



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Once this form has been completed, NSWTA now asks for all checks to be verified via The Office of the Children's Guardian, to guarantee the reliability of all submissions.

<https://wwccheck.cyp.nsw.gov.au/Employers/Search>

The screenshot shows the 'Verify Working With Children Check status' page on the 'the working with children check' website. The page has a blue header with the logo and 'nswtouch (REG0001248)'. Below the header are three navigation buttons: 'Edit your details', 'Verify Working With Children status' (highlighted in orange), and 'Logout'. The main content area is titled 'Verify Working With Children Check status' and contains the following text: '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.' The form fields are: 'Family name *', 'Birth date *' (with a date picker icon and 'dd/mm/yyyy' placeholder), 'Working With Children Check number' (with a radio button selected), and 'Application number' (with an 'OR' and a radio button). Below these fields is a reCAPTCHA box with the text 'I'm not a robot' and a 'reCAPTCHA Privacy - Terms' link. At the bottom right are three buttons: 'Add', 'Remove', and 'Verify'.

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When verifying your Affiliates Checks, you will be required to enter: family name, birth date, and WWCC Number/Application Number for every Team Management member listed on the WWCC Protection Form.

Please note: You can verify multiple checks at once, by clicking "Add."

The screenshot shows a web interface for verifying Working With Children Check status. At the top left is the logo 'with children check' with a yellow star. Below the logo are three navigation buttons: 'Edit your details' (blue), 'Verify Working With Children status' (orange), and 'Logout' (blue). The main heading is 'Verify Working With Children Check status'. Below this is a text instruction: '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.' The form contains four input fields: 'Family name *', 'Birth date *' (with a date picker icon and 'dd/mm/yyyy' placeholder), 'Working With Children Check number', and 'Application number'. There is an 'OR' separator between the 'Working With Children Check number' and 'Application number' fields. Below the input fields is a reCAPTCHA section with an 'I'm not a robot' checkbox and a 'reCAPTCHA' logo with links for 'Privacy' and 'Terms'. At the bottom right are three buttons: 'Add' (highlighted with a red box), 'Remove', and 'Verify'.

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Once all Team Management details have been added, 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" value="Benham"/>	<input type="text" value="10/04/1991"/>	<input type="radio"/>	<input type="text" value="APP4078764"/>
<input type="text" value="Williams"/>	<input type="text" value="10/04/1991"/>	<input checked="" type="radio"/> <input type="text" value="WWC1557456E"/>	<input type="radio"/>

I'm not a robot  [Privacy](#) [Terms](#)


Verification Results

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You will then receive a "verification results receipt" via email.

You will be required to send this receipt, as well as a copy of the completed Working with Children Protection Form to NSWTA prior to each event.

Please ensure all Checks have been cleared prior to submission.

the working
with children
check 

WWCC Verification Results (Employer)

The results of your Working With Children Check status verification(s) are listed below.
[Make sure you keep a record of all your employees Checks by using these templates.](#)

Employer ID	REG0001245			
Employer Name	NEW SOUTH WALES TOUCH ASSOCIATION			
Verification Date/Time	11/11/2020 12:06			
Results				
Family Name	Reference Number	Result Status	Expiry Date	Result
Benham	WWC2191424E	CLEARED	12/10/2025	Joshua Michael Benham has a current Employee Working With Children Check. This person may be engaged in any child related role.
Williams	WWC1557456E	CLEARED	25/01/2023	Benjamin James Williams has a current Employee Working With Children Check. This person may be engaged in any child related role.

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Please note: NSWTA will not be accepting WWCC submissions that fail to comply with the processes outlined within this guide.

If you require any further information regarding the contents of this guide, please do not hesitate to contact NSWTA Education and Events Officer:

josh.benham@nswtouch.com.au

