

**All persons commencing PAID job working with children must now apply for a Working with Children Check and obtain a WWC Number**

People commencing a PAID job working with children must now apply for a WWC Check and hold a WWC Number. This requirement will apply to volunteers and existing workers in 2015.

If you already hold a WWC Number you must provide it to your employer (association/club).

Example of a WWC Number: **WWC1234567E**

**Child related work** in sport includes Coach, Assistant Coach, Manager, Trainer, Umpire Coach, Umpire Assessor or Mentor and any other position that involves face-to-face work with children aged under 18.

## HOW DO I APPLY FOR A WWC CHECK AND NUMBER?

### STEP 1: Complete the Application form On-line

- Go to [www.newcheck.kids.nsw.gov.au](http://www.newcheck.kids.nsw.gov.au) and complete the online application
- Select the blue START HERE box on the right
- Select the **Apply for Your Check** box to open the Application form and then complete all sections of The form ensuring that:
  - You insert your full name as stated on your Driver's Licence or the Proof of ID you intend to use.
  - In the **Purpose for Check** section - select Paid Employee.
  - In the **Child Related Sector** section – select Clubs or other bodies providing services to children
- When you have completed the application, click NEXT in the lower right hand corner
- You will then receive an email with an application number similar to this: APP1234567E.
- Print out the email with the Application Number and proceed to **Step 2**.

### STEP 2: Attend a Motor Registry

To complete the process you must now attend a NSW motor registry and take with you:

- Your Application number, and
- Proof of your identity (i.e. NSW Drivers Licence or other ID as stated on your application).
- \$80 fee if you are in paid work (Paid workers pay \$80 for a 5 year clearance)

### STEP 3: Provide your WWC Number to your Employer (association or club)

- You should receive your WWC Number by email within 10 days or by post if you do not have email.
- You must then provide your WWC Number to your employer (club or Association)
- Your employer will verify your clearance through an on-line Checking system.
- Once your WWC is verified, you can commence working with children.

**Self-employed persons** must also have a WWC Number if they are newly self-employed in child-related work or when their existing Working with Children Self-employed Certificate has expired.

## MORE INFORMATION

Visit [www.newcheck.kids.nsw.gov.au](http://www.newcheck.kids.nsw.gov.au) or Phone 02 9286 7219.