

NSW

# Working with Children Check

NEW EMPLOYEES



## What is the Working with Children Check?

The Check is used to determine a person's eligibility to work with children and young people based on their known past behaviour, criminal history and an assessment of their suitability to work with children and young people.

A Working with Children Check must be undertaken in NSW for any employee, volunteer, or contractor who has regular contact with young people, or manages persons regularly in contact with young people.

There can only be two results for the Check - a clearance or a bar. People with a bar cannot work or volunteer in child-related roles.

## Who conducts the Working with Children Check in New South Wales?

The Commission for Children and Young People within the NSW Office of Communities completes an assessment of the suitability of an individual to work with children and young people. **yourtown** makes a decision regarding an individual's suitability to be employed to work with children in accordance with this assessment.

## Do I need to have a Working with Children Check before I start work with yourtown?

Applicants are permitted to commence employment upon lodgment of a Working with Children application.

Until you are issued with a clearance number, you will work under direct supervision when working with children or young people.

Ongoing employment is conditional upon positive clearance being received.

## How long is a Working with Children Check valid?

Clearances received are valid for five (5) years.

## How do I submit a Working with Children Check?

1. The first step is to submit your application online by going to [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check). Once your application form has been completed online, you will be given an application (APP) number.
2. To complete the application, you must take your application number along with proof of your identity to a NSW motor registry, RMS Agency or Service NSW office and pay the \$80.00 application fee. Visit [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check) for further details.

Call us to  
find out more!

07 3368 3399

or email [recruitment@yourtown.com.au](mailto:recruitment@yourtown.com.au)



**yourtown**  
let's create brighter futures

[recruitment@yourtown.com.au](mailto:recruitment@yourtown.com.au)  
[yourtown.com.au](http://yourtown.com.au)

### What identification is required?

One hundred (100) point proof of identity is required. A detailed list of document options can be viewed at [http://www.rta.nsw.gov.au/licensing/proofidentity/proof\\_list12.html](http://www.rta.nsw.gov.au/licensing/proofidentity/proof_list12.html)

### Do I have to pay for the Working with Children Check?

You must pay the \$80.00 application fee when attending the motor registry or government access center to provide proof of identity.

Upon commencement of your employment, and receipt of a positive clearance, **yourtown** will reimburse you the full amount. A documented procedure exists to assist you to lodge a reimbursement claim.

### What happens after I lodge a Working with Children Check application?

On submitting an application online, you will be issued with an 'application reference number'. You will need to provide this number to **yourtown** to commence employment; **yourtown** will verify your application using this number.

Following payment and verification of your identity, your application should be processed within 48 hours. You will then receive either a clearance number or a bar number. You need to provide this number to **yourtown** Human Resources who verify the status of your clearance using this number.



### What happens if I receive a bar?

People with a bar cannot work or volunteer in child-related roles and will not be employed by **yourtown**.

### Confidentiality and Privacy

**yourtown** is committed to protecting your privacy and all personal information provided to us by our clients, customers, donors, personnel, sponsors, funding bodies and other members of the community.

We demonstrate this commitment every day through our ongoing compliance with Commonwealth privacy legislation and principles, and by managing criminal history information in accordance with relevant regulations and standards.

### For more information:

- For more information about the Working with Children Check process, please view the following website:

<http://www.kids.nsw.gov.au/kids/working.cfm>

- For other information, please contact **yourtown's** Human Resources department:

**People & Culture Team on 07 3368 3399**

**Email: [recruitment@yourtown.com.au](mailto:recruitment@yourtown.com.au)**

**Call us to  
find out more!**

**07 3368 3399**

or email [recruitment@  
yourtown.com.au](mailto:recruitment@yourtown.com.au)



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