



## SYDNEY ANGLICAN SCHOOLS CORPORATION

### PROSPECTIVE NEW EMPLOYEES; VOLUNTEERS OR CONTRACTORS WORKING WITH CHILDREN CHECK PROCEDURE FROM 15<sup>TH</sup> JUNE 2013

#### **Prior to Applying for Employment; Volunteering or Contracting at a Corporation School**

Apply for a 'Working With Children Check' (WWCC) before you apply for the position; engage in volunteering or contract services. Contractor Exemption: Self employed contractors that hold a current 'Certificate of Self Employed People' until the expiry date. Identification verification will be required

#### **WWCC Online Application**

Complete the online application form available <https://wwccheck.cyp.nsw.gov.au/Applicants/Application#>  
If you cannot access the online system contact (02) 9286 7627 and an Officer will assist you

#### **Application Number**

When the form is completed you will receive an Application Number  
Take this number and proof of identity to a NSW motor registry  
Paid Employment and Contractor s: Need to pay \$80 (tax deductible) which will give you a five year clearance  
Volunteers: No fee is charged

#### **Working With Children Check Status and Number**

Once your application is processed, you will receive an e-mail or letter with your WWCC status and number  
Usually within 48 hours  
Clearance Status: Is valid for five years  
Barred Status: You cannot work with children and it is an offence to do so. There is an appeal process for a 'bar'

#### **Provide WWCC Number**

Potential New Employees: Provide your WWCC number with your application for employment on the Employment Application Form  
New Volunteers and Contractors (with unsupervised access to students): Provide your WWCC number prior to commencing work