

New Working With Children Check

Effective 15 June 2013

The NSW Commission for Children and Young People has announced a new Working With Children Check process. This will be in place from 15 June 2013. Below are details of the changes and what this means for staff required to undertake a Working With Children Check as a condition of their employment.

Changes effective 15 June 2013

- Employees and volunteers will apply for their own individual Working with Children Check with a validity period of five years
- Employers are required prior to employing someone in a capacity when working with children or as a volunteer working with children to confirm their clearance number
- An individual's clearance will be continuously monitored for relevant child related offenses by CCYP
- This change in policy reflects a shift in responsibility for obtaining a clearance number to the individual to obtain and provide to their employer

Who is required to hold a Working With Children Check clearance number?

- Similar to the existing framework, any adult employee or adult volunteer who has face to face contact with children will be required to hold a working with children check clearance.
- It is advised that any person associated with the University whom has direct contact with children (for as little as one hour per week) hold a current working with children check clearance or obtain a clearance under the new background check framework
- Exemptions – Please refer to the CCYP website at <http://www.kids.nsw.gov.au/> for clarification regarding roles that may be exempt from such a clearance.

WORKING WITH CHILDREN CHECK under new process

Individual applications

- Applications are undertaken by an individual online where they will register their request for a clearance and be provided with a transaction number.
- The individual is then required to visit a Roads and Traffic Authority (RTA) Office with their transaction number and provide 100 points of identification and (in paid positions i.e. not volunteers) pay a transaction fee of \$80.

- It will *usually* take between 24 hours – 5 days for a clearance ID to be issued.
- A clearance is valid for five years and continuously monitored by CCYP.
- Please find the relevant web link at CCYP:

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

Employers

- As of 15 June 2013 under the new check, the University will be required to verify a new employee's clearance online.
- Perspective employees or volunteers to be engaged at the University will be legally required to provide their clearance ID number. The University is required to log onto the online portal to confirm the ID and person as cleared by CCYP.
- In the case of checking an individual's clearance and the person has been "barred" this person is not legally allowed to work with children.

Transitional arrangements

- This new framework will be operational for new employees effective 15 June 2013.
- Existing staff holding a working with children check clearance will require a clearance ID and for this to be checked by the University in line with the phase in schedule [Phase in schedule](#).
- In the case of the University, existing employees with a current working with children check will be required to undertake a clearance in line with these changes by 31 December 2016. However, different areas of work have different schedules for the phase in period.
- Employer submitted applications for the existing Checks - Applications submitted by employers for the existing Check will continue to be accepted until **1 pm 7 June 2013**, eight days before the start of the new Working With Children Check. Employers who submit applications after this time and date will receive a letter from the Commission for Children and Young People, inviting them to either:
 - defer the engagement until the applicant has applied for the new Working With Children Check
 - require the worker to seek a new Working With Children Check **within five days** of starting their new role.

Please take the time to review the CCYP 'fact sheets' associated with the changes to the policy and clearance protocol: [WORKING WITH CHILDREN CHECK Fact sheets](#)