

OBTAINING A 'WORKING WITH CHILDREN' CHECK

In order to work with children at PLC Sydney a proposed staff member or volunteer must have a **Working With Children Check** clearance.

The prospective employee or volunteer (which includes homestay providers) must (if not already a holder of a Working With Children Check clearance):

STEP 1.

Fill in an application form from the Office of the Children's Guardian via: <https://ocg.nsw.gov.au/working-children-check/applicant>

If you cannot access the online system, call the customer service line on (02) 8219 3777.

STEP 2.

When you have completed the application, you will be provided with a WWC Application Number.

STEP 3.

Verify your identity at a Service NSW registry. You must appear in person, you cannot delegate this task to another person. You will need to provide your WWC Application Number and proof of identity. Please see the next page for information required for proof of identity. If your work at PLC Sydney is paid work you will also need to pay an \$80 application fee.

STEP 4.

Once your application has been processed you will be notified of the outcome by email or post. If the notification clears you to work with children you will be provided with a clearance number. You must then provide this WWC check clearance number to PLC Sydney, with proof of your date of birth and photographic proof of your identity.

STEP 5.

PLC Sydney will then check the validity of the clearance and approve you to commence work if it is valid.

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