

SaltbushKidz Child-Safe Policy

Working With Children Check Application

What: Applying for a Working with children Check number

Why: We are required by law to make sure all our workers have a WWCC and because we love kids we want them protected from any harm and this is one way to ensure that.

Who: Everyone who is working in a child-related role, is not exempt and who doesn't already have a WWCC number

Required: Access to the internet and an email address

When: Anytime from the time you start working in a child-related role but the process needs to be complete before your 5th occasion of working in a child-related role (in the same calendar year)

Process:

1. Go to www.kidsguardian.nsw.gov.au
2. Click on Square Blue Box on the right "Start Here"
3. Click on green box "Apply for your Check"
4. Click on "Continue and Apply"
5. Enter all details, following instructions. Select 'Volunteer' and then in the drop down box for 'Child-related Sector' select 'Religious Services'
6. Select 'Next' at the bottom right
7. You will be sent and APP (Application) number via email
8. Take the APP number to the RMS (Roads and Maritime Services) with ID (Driver's licence is easiest). As a volunteer you are not required to pay the fee.
9. Once the RMS processes your application then you will receive your WWCC number via email.
10. Forward the email onto the Children's Supervisor with your DOB for verification.
11. You will be notified when you have been verified
12. Keep your number filed for future