

To apply for a working with children clearance

Go to the following website

<http://www.kids.nsw.gov.au/Working-with-children/New-Working-with-Children-Check>

The screenshot shows the website for the Office of the Children's Guardian. At the top, there is a navigation bar with links for 'About us', 'Working with children', 'What we do for children', 'Your space', 'Seminars and events', and 'Publications & resources'. A search bar is located in the top right corner. The main content area is titled 'New Working With Children Check' and features a prominent blue button labeled 'Start Here' with the text 'Apply Verify Update Employer registration and login' below it. To the left of the main content is a sidebar with a list of links: 'Who needs the check?', 'What gets checked?', 'Working With Children Check results', 'Exemptions', 'Child-related employers', 'Paid workers', and 'Volunteers and students'.

Select Start Here (blue button on the right)

The screen below appears.

Click on Apply for a Check.

The screenshot shows the 'Working with Children Check' page. On the left, there is a sidebar titled 'Questions before you start?' with a list of links: 'Read our fact sheets:', 'FOR EMPLOYERS' (with links for 'Video tutorial: How to register', 'Video tutorial: How to verify', 'Information for employers', and 'Agencies and contractors'), and 'FOR INDIVIDUALS' (with links for 'How to apply', 'Video tutorial: How to apply', 'Interstate applicants', 'Overseas applicants', 'Phase in schedule', 'Which sector do I belong to?', 'Exemptions', and 'Parents'). The main content area is titled 'Working with Children Check' and is divided into two sections: 'For employers' and 'For individuals'. The 'For employers' section contains two buttons: 'Employer registration' and 'Employer log in'. The 'For individuals' section contains four buttons: 'Do you need a check? Take our quiz', 'Apply for a Check', 'Verify (for individuals) E.g. parents', and 'Update your details'.

To apply for a working with children clearance

The following screen then appears:

Application for a NSW Working With Children Check

Personal details

PLEASE NOTE! Details you provide in this section must match your proof of identity documents EXACTLY. If information differs, your proof of identity may not be accepted by the motor registry / Council Agency.

Title *
--- Please select ---

First given name *

OR No first given name

Other given names *

OR No other given names

Family name *

Gender *
 Female Male Unknown / other

Birth details

Date of birth *

Town *

State / Territory: *
--- Please select ---

Country *

Purpose for check *

Paid employee
 Self employed
 Volunteer, authorised carer, adult household member, student on a professional placement, prospective adoptive parent

Child-related sector *
--- Please select ---

Confirm identity

You will need to fill in your name, address and date of birth, etc

When filling out the form on line,

Purpose for check: Volunteer

Child related sector: Club or other bodies providing services to children

NOTE: YOU THEN GET A NEW APPLICATION RECEIPT WITH A NUMBER ON, PRINT THIS OUT AND TAKE IT TO THE RTA WITH YOUR IDENTIFICATION TO GET IT PROCESSED.

THIS WILL NOT COST YOU ANYTHING (OTHER THAN YOUR TIME) AS YOU ARE A VOLUNTEER.

Once you have presented you identification at the RTA, you will receive receipt and you should hear back from them in the next 4 weeks.