

WINSTON HEIGHTS



PUBLIC SCHOOL

Phone: 9624 7485, 9624 7486
Facsimile: 9838 8482

BUCKLEYS ROAD,
WINSTON HILLS, 2153

Working With Children Check

To Parent Helpers

How to apply for a Working with Children Check number:

A Working With Children Check (WWCC) is a prerequisite for child-related work in NSW and anyone who works or volunteers with children should hold a clearance. It does not matter whether they are paid or unpaid, supervised or unsupervised.

To begin the process you will need to go to the website www.kidsguardian.nsw.gov.au and click on the 'working with children check - start here' tab or alternatively use the follow link -

<http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check>

You will be asked to complete the online registration, when completed you will be given an approval number.

You will need to take the approval number and photo identification (drivers licence) to Services NSW and apply for your Working with children check.

As you are volunteering there will be no charge for your WWCC number.

You should allow up to 4 weeks to receive your clearance.

Once cleared you will receive an email from the Office of the Children's Guardian, which contains your WWCC number in a letter format.

The school office will require a copy of the letter to keep on file.

Your WWCC number will be valid for 5 years.

If you have any further questions please do not hesitate to contact the school office.

Margaret Creagh

Principal