

Working with Children's Check Process NSW

You **ARE** required to have a working with children check if you are in one of these roles:

Ordained minister
SRE Teacher

Work with children as a volunteer, leader (paid or unpaid) or an employee

Pastor

Chaplain

Lay Church Leader (church council, elder, lay preacher, worship leader incl music and technology)

Before applying for a WWCC you understand that the church requires the following:

- You must have up to date Safe Church Awareness Training
- You are considered an employee for the Reportable Conduct Scheme
- As you work with Children you are a Mandatory Reporter

Go to the Service NSW website and follow the instructions to complete your application. Then take your application number to a Service NSW outlet to complete the process. Volunteer applications are free. You cannot work with children before obtaining your WWCC

[Apply for a Working With Children Check | Service NSW](#)

Once you receive your WWCC via email, send a copy to your Safe Church Contact person who will verify your WWCC online and attach you to the organisation.

If you are an SRE Teacher please email a copy to sre@nswact.uca.org.au for verification by the Synod

If any of your contact details change you must update these on the Service NSW website, so that your renewal can be sent to you when it becomes due. It is your responsibility to ensure your WWCC is up to date.

You are **NOT** required to have a Working with Children Check if:

You are under 18

Your work with children is short term ie visitor, guest speaker

You work in an organisation that delivers services to children but only have incidental contact with the children

Visiting from interstate and working with children for less than 30 days

Volunteering as a referee, umpire or sporting official and have no extended contact with children without other adults being present

Doing informal domestic work at home where there are children