

Guide to Obtaining a NSW Working with Children Clearance

THE CHANGES

On 15 June 2013, NEW Working with Children Check legislation began in NSW.

A Working with Children Check is mandatory for anyone engaging in child-related work, whether on a paid or unpaid basis.

All ordained ministers and individuals engaged as religious leaders or spiritual officers are required to hold a Working with Children Clearance **regardless** of whether they engage in child-related work or not.

It is now the responsibility of an:

Individual to ensure that they hold a Working with Children Clearance issued by the NSW Office of the Children's Guardian before they seek to engage in child-related work.

Organisation to verify each individual's Clearance online with the NSW Office of the Children's Guardian before permitting an individual to engage in child-related work.

The Secretariat will do this in relation to all ordained ministers. However, **congregations** will also need to verify any Minister in placement plus any persons employed by the congregation and any volunteers.

No individual can be permitted to engage in child-related work unless the NSW Office of the Children's Guardian has provided the organisation with online clearance that the individual is cleared to work with children.

These clearances are valid for **five years** and only have application in NSW.

Cleared applicants will be subject to ongoing monitoring by the NSW Office of the Children's Guardian and relevant new records could lead to a bar and the clearance being revoked.

DEFINITIONS

Child-related work is defined as face-to-face contact with children in a child-related sector or work in a child-related role.

Child-related sector includes all Uniting Church organisations.

PAID AND UNPAID WORKERS ENGAGED BEFORE 15 JUNE 2013

The NEW Working with Children Check for existing paid and unpaid workers is being phased in from 15 June 2013 to 31 March 2018.

All:

- ordained ministers and individuals engaged as religious leaders or spiritual officers; and
- paid or unpaid workers engaged in the provision disability services

must obtain clearance from the NSW Office of the Children's Guardian before **31 March 2014**.

All paid or unpaid workers engaged in:

- religious activities other than ordained ministers, religious leaders or spiritual officers (this includes youth workers/leaders and SRE teachers); and
- the provision of family welfare, residential and transport services

must obtain clearance from the NSW Office of the Children's Guardian after **1 April 2014** and before **31 March 2015**.

All paid or unpaid workers engaged in clubs or other bodies providing services to children including sporting bodies **must** obtain clearance from the NSW Office of the Children's Guardian after **1 April 2015** and before **31 March 2016**.

All paid or unpaid workers engaged in secondary schools, vocational training and private tuition and coaching **must** obtain clearance from the NSW Office of the Children's Guardian after **1 April 2016** and before **31 March 2017**.

All paid or unpaid workers engaged in early education and childcare services **must** obtain clearance from the NSW Office of the Children's Guardian after **1 April 2017** and before **31 March 2018**.

PAID AND UNPAID WORKERS ENGAGED AFTER 15 JUNE 2013

All paid and unpaid workers **must** apply for and hold a clearance from the NSW Office of the Children's Guardian **before** engaging in any child-related work within a child-related sector.

As an interim measure all unpaid workers engaged in religious activities between **15 June 2013** and **31 March 2014** are required to complete a Prohibited Persons' Declaration form, **prior** to them applying for a clearance after **1 April 2014**.

HOW INDIVIDUALS APPLY FOR CLEARANCE

Each applicant

1. Completes their own application form online at www.newcheck.kids.nsw.gov.au. Once lodged the applicant will receive an application number.
2. Takes their application number and proof of identity to a NSW Motor Registry or NSW Council Agency for verification and online lodgement with the NSW Office of the Children's Guardian.
3. If a paid worker pay the \$80 fee (*existing paid workers can claim the fee paid against their personal income tax return as a work related tax deduction*).
4. Will receive a clearance number in writing from the NSW Office of the Children's Guardian.
5. Takes the clearance number to each organisation that they intend to provide paid or unpaid child-related services to. Each organisation will verify online whether the applicant can or cannot work with children.
6. If they are a Minister in placement, they will also provide their clearance number to the Synod Secretariat. The Synod Secretariat will verify the Minister's entitlement to work with children in addition to any verification undertaken by the organisation they are in placement with.

7. For an existing Minister in placement, these steps must be completed by **31 March 2014**. All clearance numbers must therefore be provided to the Secretariat for verification, no later than **2 December 2013**.
8. Once verified, can commence providing child-related services.

HOW ORGANISATIONS VERIFY CLEARANCE

Each organisation

1. Initially registers online with the NSW Office of the Children's Guardian as an organisation providing child-related services via www.newcheck.kids.nsw.gov.au
2. Verifies online via www.newcheck.kids.nsw.gov.au that the clearance number provided by the applicant enables the applicant to work with children.
3. **If there is no clearance forthcoming from the NSW Office of the Children's Guardian then the individual cannot work with children under any circumstance**

FOR FURTHER ASSISTANCE

If you require further assistance or guidance in relation to working with children checks for Uniting Church organisations in NSW please contact:

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