

Working With Children Compliance Procedure

1. Fill in an online form to obtain a working with children check (WWCC) from the government.
 - Visit <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check> and click on the 'start here' button on the right hand side.
 - Click 'apply for your check' and fill in the online application.
 - Under 'purpose for check', you will most likely be required to select 'volunteer'.
 - Under 'purpose for check' when selecting your 'child related sector', you must select 'Religious Services'.
 - You will also be asked to select the documents that you will present to the Motor Registry. The easiest form is a current Australian Driver's Licence or a NSW Photo Card. If you don't have one of these, you can choose to present two alternative forms of identification.
2. Upon submitting this, you will be given an application number which will look like this: APP1234567.
3. Take this application number to a motor registry with your selected form of identification.
4. After this, you will receive a notice via email or post which will include a print of your working with children check number. It will look like this: WWC1234567.
5. Once you have received your number, you need to:
 - Complete a working with children check registration form (available from <http://www.breakingthesilence.org.au/imagesDB/wysiwyg/WorkinwithChildrenCheckRegistrationForm.pdf>);
 - Copy the letter received from the Office of the Children's Guardian that provides your working with children check number; and
 - Email or post both documents to:
 - cchan@pcnsw.org.au
 - OR
 - Courtney Chan
Conduct Protocol Unit
PO Box 2196
Strawberry Hills, NSW, 2012

Everyone must also complete the 'Breaking the Silence' training. If you have not completed this training course, please see Lydia and let her know.

If you have any questions regarding the process, please speak to Lydia or email her at church@hurstvillepresbyterian.org