



## INFORMATION FOR CONTRACTORS & EXTERNAL SERVICE PROVIDERS

The new Working with Children Check commenced in NSW on **15 June 2013**. All contractors and external service providers whose work involves face to face contact with students in a primary school are being phased into the new system from **1<sup>st</sup> April 2017 till 31<sup>st</sup> March 2018**.

### How does this affect you?

- External service providers or contractors who are either self-employed or who are employees of an external organisation engaged by the school or CSO *and* who work directly with students in a supervised or unsupervised capacity on the school site are required to get a Working with Children Check.
- External service providers who are self-employed or who are employees of an organisation engaged by the school or CSO who regularly work within the school setting and although not primarily engaged to work directly with students may have direct, unsupervised contact with students from time to time while on the school site are also required to get a Working with Children Check.
- Any contractor or external service provider who has already completed the WWCC or who commenced after 15 June 2013 will already have undertaken the new Check before starting and therefore will not need to reapply.
- If you do require a new Check and hold a current *Certificate for Self Employed People*, you may continue to use your certificate until it expires or until 31<sup>st</sup> March 2018 whichever comes sooner. After it expires you will need to undertake the new Check.
- If you are an employee of another organisation it is up to the organisation you work for to provide a declaration (or letter) to the school confirming that you and all other employees supplied to the school have a clear Working with Children Check which has been verified.
- The new Check will be valid for 5 years, is tax deductible and it is portable. This means if you also work in other child-related settings within the 5 year period you can use the same Check.
- The CSO will be responsible for verifying individual contractors Working with Children Checks and maintaining a database of those who have clearances. The school will be responsible for maintaining copies of any letters or declarations from organisations who supply multiple staff to a school.
- Contractors and external service providers who do not have a valid clearance by 31<sup>st</sup> March 2018 will not be able to work in the school.

### To apply for a Working with Children Check:

1. Fill in an online form at [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au) or call the helpline to have someone fill in a form for you
2. Take the application number to a [motor registry](#) or [government access centre](#), pay the fee of \$80 (\$16 per year, fully tax-deductible) and have your identity confirmed (you will need to take [appropriate identification](#) with you)
3. Provide your WWCC number, name and DOB to CSO staff for verification:  
CP Team [csocp@dbb.org.au](mailto:csocp@dbb.org.au) or Workforce Admin [workforce.admin@dbb.catholic.edu.au](mailto:workforce.admin@dbb.catholic.edu.au)

### More information

If you have any questions please see the Principal or contact the Child Protection Team on 9847 0618.

Further information is also available on the NSW Office of the Children's Guardian website [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)