



## INFORMATION FOR PRIMARY CASUAL SCHOOL STAFF

The new Working with Children Check (WWCC) commenced in NSW on **15 June 2013**. All primary school staff are being phased into the new system **from 1<sup>st</sup> April 2017 till 31<sup>st</sup> March 2018**.

**Casual teaching staff** - Due to the BOSTES accreditation process (which includes the requirement for a valid WWCC), all primary school teaching staff will need to have completed their Working with Children Check by **31<sup>st</sup> December 2017**.

**Casual school support staff** - School support staff have until **31<sup>st</sup> March 2018** to complete their Working with Children Check.

### How does this affect you?

- All casual school staff who work in primary schools will need to undertake the Working with Children Check when the phase in period commences (even if you had the previous check).
- Any casual staff member who commenced after 15 June 2013 will already have undertaken the new Check before starting in their new role and therefore will not need to reapply.
- The new Check will be valid for 5 years, is tax deductible and it is portable. This means if you transfer to a new position in another school or in other child-related work within that 5 year period, you will not need to undertake a new Check.
- It will be the responsibility of each casual staff member to undertake the new Check.
- The CSO will be responsible for verifying each Check and maintaining a database of casual staff who have clearances.
- *Casual teaching staff* who do not have a valid WWCC clearance by **31<sup>st</sup> December 2017** (due to the BOSTES accreditation process) will not be able to work within a school.
- *Casual school support staff* who do not have a valid WWCC clearance by **31<sup>st</sup> March 2018** will not be able to work with children.

### 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

In early 2017, the CSO will be writing to all primary casual school staff who require a Check with further information on how to apply.

If you have any questions please 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)