WORKING WITH CHILDREN CHECK INFORMATION SHEET

Professional Experience Requirements
All students who are undertaking a Primary and Secondary Education course are required to complete professional experience placement in schools must complete a Working with Children Check as outlined below.

The UTS School of Education has the responsibility of verifying your Application Number and/or Working with Children Check Number. If the result is cleared, or application in progress, the student may begin working with children immediately, i.e. undertake the professional experience. If the result is barred, interim barred or not found, you cannot undertake the professional experience in schools and it is a criminal offence to do so. If you have already started the professional experience, we will be obliged to pull you out of your professional experience. You will not be allowed to re-start the professional experience until you have completed the Working with Children Check and the result is verified.

Obtaining a Working with Children Check
This is the responsibility of the student. Individuals applying to work with children are required to apply to the Commission for Children and Young people for a clearance. The process involves either completing the application form online or downloading it from the Commission’s website and lodging it at a NSW RTA office. The website is: http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check

Once you have opened the website you will find a list under the heading New Working With Children Check which will answer questions you may have about your application, such as:

- Who needs the check?
- Risk assessment
- Exemptions
- Volunteers and students
- What gets checked?
- Working With Children Check results
- Paid workers
- Fact sheets and resources

For students there is no fee and the Check lasts for five years. When filling in the form check the box: Volunteers and Students. If this box is not checked then the student will be charged the fee for paid workers of $80.

Once you have completed the online application form you will receive an Application Number. You must take this application number and your identifying documents to the RTA to be verified.

Please notify the Professional Experience Office (rosemary.mclellan@uts.edu.au) of the Application Number whilst waiting for your official WWC number.

After the application has been processed by the RTA, the applicants will receive from the Office of the Children’s Guardian the results of the check by email or post which will include your clearance number. Students MUST supply the Professional Experience Office with a copy of the notification which will be kept on file – email rosemary.mclellan@uts.edu.au or upload a copy to your MyPlacement Student Portal.

The above applies to students in all teacher education courses.

Students or graduates applying for positions within the Department of Education will need to re-apply for a Working with Children Check as a paid worker. This costs $80 and lasts for five years. The Department of Education will reject an application if it is not accompanied by the Working with Children Check clearance. The paid worker application is required for child-related paid work.

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