



## WORKING WITH CHILDREN CHECKS

Fact Sheet

August 2015

### What has happened?

In 2013, legislation introduced new Working with Children Check (WWCC) requirements in NSW. These requirements are being phased in over five years, according to industry sector. The NSW RFS' implementation date is **1 October 2015**.

The majority of NSW RFS members will not be affected by the change. However members involved in the delivery of the NSW RFS Secondary School Cadet Program will need to get a new WWCC.

### What is the WWCC?

The WWCC involves both a national police check and review of findings of workplace misconduct involving children. The result is either a clearance to work with children for five years or a bar against working with children.

Once cleared, the WWCC is fully portable which means it can be used for any paid or unpaid child-related work in NSW. If you move to a new organisation your WWCC number can go with you.

Individuals must apply for their own WWCC (free for volunteers) and it must be renewed every 5 years.

Cleared applicants will be monitored during the 5 years for any new NSW criminal and disciplinary records.

### I'm a volunteer or staff member who delivers the Secondary School Cadet Program. Will I need a WWCC?

**Yes.** If you deliver face to face school cadet training for more than one session, you will need a WWCC.

From 1 October 2015, only members who have a WWCC (and have provided the number to the NSW RFS) will be able to deliver the Secondary School Cadet Program.

### I am a staff member who coordinates the Secondary School Cadet Program. Will I need a WWCC?

**No.** District staff who coordinate the SSCP will ordinarily be dealing with adults (school staff and NSW RFS volunteers) and have limited face to face contact with children. You will only require a WWCC if you are also helping to deliver the program within the school – if you are unsure, seek advice from the NSW RFS Youth Development Officer before commencing the program.

Note that for paid staff, there is an application fee (\$80) which is payable at any NSW Motor Registry, RMS agency, or Service NSW office.

### I am a staff member will the NSW RFS reimburse the WWCC application fee?

If your role requires you to deliver face to face school cadet training for more than one session, the NSW RFS will reimburse the application fee for the WWCC.

To be reimbursed you will need to complete a Payment Voucher, have it signed by your Manager, attach the receipt and send it to [wwcc@rfs.nsw.gov.au](mailto:wwcc@rfs.nsw.gov.au)

## **My brigade has junior members, or ordinary members under 18. Will I need a WWCC?**

**No.** There are exemptions for co-workers and work supervisors where a child works. Junior brigade members are considered workers for the purpose of the WWCC, meaning adult members of a brigade that includes members under 18 will not need a WWCC.

However if you participate in the management, supervision or instruction of members under 18 in your brigade you will still need a CRIMTRAC check to comply with *Service Standard 1.1.9 Child Related Activities*.

All brigades with members under 18 have a responsibility to maintain a child safe environment regardless of whether you need checks. More information about child safe brigades can be found in the [NSW RFS Youth Participation Manual](#).

## **My District has a cadet brigade and I coordinate and/or deliver programs to cadet members?**

**No.** There are exemptions for co-workers and work supervisors where a child works. Cadet brigade members are considered workers for the purpose of the WWCC, meaning adult members of a brigade that includes members under 18 will not need a WWCC.

However if you participate in the management, supervision or instruction of members under 18 in your district you will still need a CRIMTRAC check to comply with *Service Standard 1.1.9 Child Related Activities*.

All brigades with members under 18 have a responsibility to maintain a child safe environment regardless of whether you need checks. More information about child safe brigades can be found in the [NSW RFS Youth Participation Manual](#).

## **I visit schools to deliver fire safety presentations. Will I need a WWCC?**

**No.** One off visitors, where the work is carried out in the presence of one or more other adults, are exempt from the WWCC. However it is still a good idea to read and follow the principles outlined in the [NSW RFS Youth Participation Manual](#) for working safely with young people.

## **Don't I already have a clearance for working with children through the CRIMTRAC check?**

The NSW RFS already does criminal history checks on all new members, *and* on all existing members who meet the requirements of *Service Standard 1.1.9 Child Related Activities*. This is done through the National Police Checking Service (NPCS), or CRIMTRAC, and it is a check of any outstanding criminal charges or convictions recorded against you in Australia.

The WWCC is different to the CRIMTRAC check. For those affected, it will be required in addition to any existing CRIMTRAC checks you have had done.

## **I have already have a WWCC through another paid or voluntary role. Do I need to inform the NSW RFS?**

If you already have a WWCC for work or another volunteer activity you can submit your existing number to the Membership Coordination Unit (email [wwcc@rfs.nsw.gov.au](mailto:wwcc@rfs.nsw.gov.au)) to be recorded on your membership record. This is not a mandatory requirement unless you deliver the Secondary School Cadet Program.

## **How do I get a WWCC if I need one?**

You can go to [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check) and complete the online application form. If you do not have access to the internet, please telephone (02) 9286 7219 for assistance.

Next, go to a NSW Motor Registry, RMS agency, or Service NSW office (not your local Council). You will need your application number and proof of your identity. You must have both of these items for your application to proceed.

You will receive your outcome and WWCC number by email (or post if you do not have an email address) within four weeks.

Once you receive your WWCC number don't forget to send it to the NSW RFS. You can do this by including the number on the Secondary School Cadet Notification form and sending it to [volunteer@rfs.nsw.gov.au](mailto:volunteer@rfs.nsw.gov.au) before the Secondary School Program commences.

Alternatively you can email it to [wwcc@rfs.nsw.gov.au](mailto:wwcc@rfs.nsw.gov.au) anytime.

### **Do I need to wait until 1 October 2015 before I provide my WWCC to the NSW RFS?**

**No.** You can provide your number to the NSW RFS anytime by emailing it to [wwcc@rfs.nsw.gov.au](mailto:wwcc@rfs.nsw.gov.au)

### **I've applied for a WWCC but my application is still in progress, can I deliver a Secondary School Cadet Program?**

If you have a WWCC application number and you have presented proof of identity to a NSW Motor Registry, RMS Agency, or Service NSW office you may deliver the Secondary School Cadet Program as long as you provide your application number to the NSW RFS before the program starts.

### **How will Districts know if a member has provided their WWCC to the NSW RFS?**

If a member has advised the NSW RFS of their WWCC number it will be recorded in their membership record. This information will be visible to District staff.

### **What happens if a member applies for a WWCC and it comes back as a 'bar' against working with children?**

The matter will be referred to the Professional Standards Unit (PSU) for consideration.

### **Where can I get more information?**

For information about the WWCC and/or your membership record contact the Membership Coordination Unit on 8741 5236 or email [wwcc@rfs.nsw.gov.au](mailto:wwcc@rfs.nsw.gov.au)

Questions about the Secondary School Cadet Program or youth participation in the NSW RFS can be directed to the Youth Development Officer on 8741 5161 or [volunteer@rfs.nsw.gov.au](mailto:volunteer@rfs.nsw.gov.au)

More information about the WWCC and the Office of the Children's Guardian is available at [www.kidsguardian.nsw.gov.au/working-with-children](http://www.kidsguardian.nsw.gov.au/working-with-children)



For further information regarding the Working with Children Check, please contact the Membership Coordination Unit on 8741 5236 or email [wwcc@rfs.nsw.gov.au](mailto:wwcc@rfs.nsw.gov.au).