

THE NEW WORKING WITH CHILDREN CHECK CLEARANCE NUMBER FORM



Adults who commence work or volunteer in a child-related role will need a New Working With Children Check administered by the NSW Government Office of Communities (Commission for Children & Young People). The role must involve face-to-face contact with children in:

- child development
- child protection
- children's health services
- clubs or other bodies providing services for children
- disability services
- early education and child care
- education
- entertainment for children
- justice services
- out of home care
- religious services
- residential services
- transport services for children
- youth workers

Note 1: Tertiary students are not considered to be children for the purposes of the Working with Children Check.

Note 2: Current University of Newcastle staff (as at 15/6/13) who work in a child-related role will not be required to apply for a Clearance Number until 2017.

If your new role at the University of Newcastle involves face-to-face contact with children you must apply for a Working With Children Check Clearance Number. For details on the application process please visit:

<http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check> or phone 02 9286 7276.

Once you have been issued with a clearance number by the Commission for Children & Young People, please complete this form and return to your Appointment Coordinator or HR Support Officer. You will not be able to work face-to-face with children until your Clearance Number has been verified by Human Resource Services

Staff Member Details

Staff Number	Surname	First and Middle Name	DOB
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Position Title	School / Unit
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Email Address	Mobile
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WWC Clearance Number	Approval Date	Expiry Date
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The information collected on this form will be recorded in the University's Human Resource database (Alesco) and on your electronic personnel file. The information will only be used for legitimate University purposes and we request this information in order to process your appointment. For further details on this form or to request an update to or correction of your information, please contact Human Resource Services on 02 4033 9999. The University undertakes to manage your personal information in accordance with the Privacy and Personal Information Protection Act NSW 1998 and the University's [Privacy Management Plan](#).

HRS Use Only

Clearance Recieved	HR Support Actions	<input type="checkbox"/> WWC Clearance attached
	Payroll Actions	<input type="checkbox"/> Clearance number updated
		<input type="checkbox"/> Position code updated
OR		
Bar Recieved	HR Support Actions	<input type="checkbox"/> WWC Bar Attached
		<input type="checkbox"/> Area notified that appointment can't proceed
		<input type="checkbox"/> File on personal file

Return form to your
HR Client Services Advisor