

NSW Working with Children Check – Compliance

Why is WWCC important?

You have a LEGAL OBLIGATION to verify the WWCC numbers of your workers (whether they are paid or volunteer) – you can be fined if you fail to do so – The OCG conduct audits.

It is an immediate risk mitigation strategy – if there is a change in one of your worker’s clearance to work with Children the OCG will immediately notify you so you can take appropriate action – If you don’t verify the OCG will not know to contact you and you may be unknowingly engaging somebody who does not have clearance to work with children.

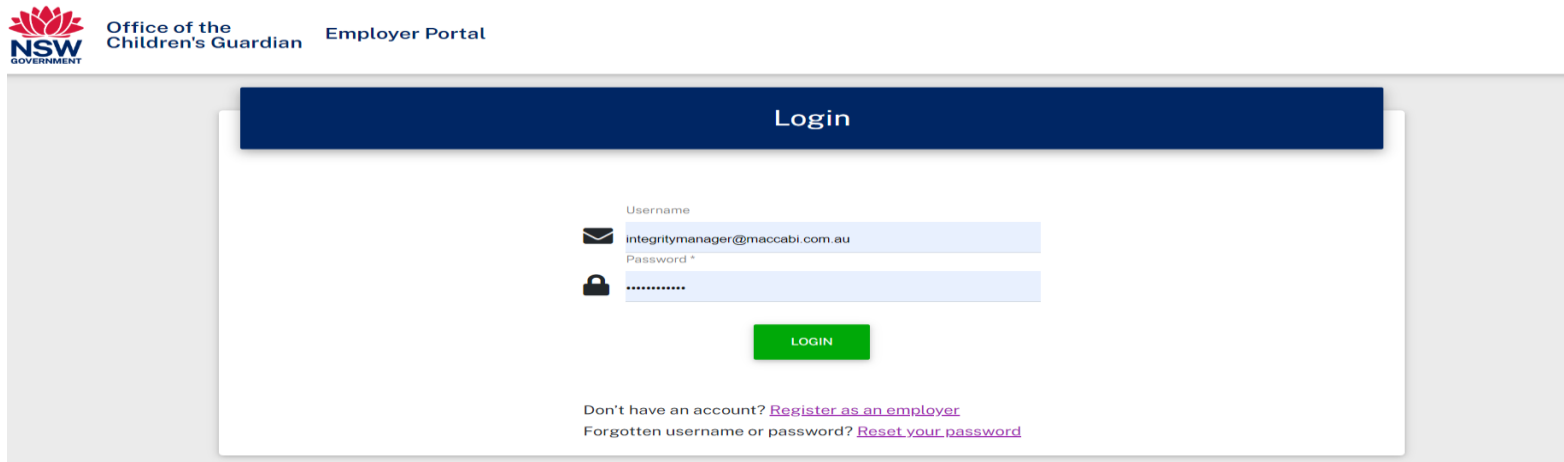
Routinely verifying WWCC provides a deterrent for would be offenders considering joining your organisation/club.

1. Login into your organisation profile i.e. Maccabi Australia

<https://wwccemployer.ocg.nsw.gov.au/Login>

Username:

Password:



The screenshot shows the login page of the NSW Government Office of the Children's Guardian Employer Portal. At the top left is the NSW Government logo. To its right, the text 'Office of the Children's Guardian' and 'Employer Portal' are displayed. The main content area has a dark blue header with the word 'Login' in white. Below this is a white box containing the login form. The form has two input fields: 'Username' with an email icon and the text 'integritymanager@maccabi.com.au', and 'Password *' with a lock icon and masked characters. A green 'LOGIN' button is positioned below the password field. At the bottom of the white box, there are two links: 'Don't have an account? [Register as an employer](#)' and 'Forgotten username or password? [Reset your password](#)'.

2. Enter in a worker’s details

- a. family name
- b. birth date
- c. Working with Children Check (WWC) number or Application (APP) number
- d. Click ‘Add’ to add the worker’s details to a list below. Complete the fields for all workers you want to verify.



EMPLOYEES / VOLUNTEERS

Enter employee or volunteer details below. Check correct spelling. You must enter either a Working With Children Check number or an Application number. Numbers must start with WWC or APP.

Family name * Date of birth * Reference number * [ADD](#)

WWC or APP followed by 7 digits

Family Name	Date of birth	Reference number	Actions
NO EMPLOYEES / VOLUNTEERS ENTERED			

3. Select Verify

Once you have added all the worker details you wish to verify, click, 'Verify'. This will generate a short report indicating the WWCC status of any details you entered.

- A person can only be employed or engaged in child-related work if the status is "Cleared" or "Application in progress"



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WWC or APP followed by 7 digits

Family Name	Date of birth	Reference number	Actions
OLBOURNE	14/06/1990	APP6356353	Delete

[VERIFY](#)

4. Meaning of status

Application in progress	Cleared	Barred	Interim Barred	Not found	Expired	Closed
<p>Meaning A Working with Children Check application is being processed.</p> <p>The applicant may work with children.</p> <p>If the applicant becomes barred or is not cleared to work with children, the Office of the Children's Guardian will contact you and advise you of what to do next.</p> <p>What should I do? Verify their clearance once the employee receives their Working with Children Check number. Keep a record that you have verified the employee (Step 5).</p>	<p>Meaning This applicant has a Working with Children Check clearance that is valid until the listed expiry date in 5 years.</p> <p>What should I do? Keep a record that you have verified the employee. (Step 5)</p> <p><i>A person can only be employed or engaged in child-related work if the status is "Cleared" or "Application in progress"</i></p>	<p>Meaning The applicant has been barred from working with children and it is an offence to engage this person in child related work or in a child-related role.</p> <p>What should I do? Remove the person from any child related role with your organisation.</p> <p>Notify Maccabi Australia.</p> <p>Keep a record of your actions.</p> <p><i>It is an offence to engage or continue to engage a barred person</i></p>	<p>Meaning The applicant has been barred from working with children during the course of a risk assessment. It is an offence to engage this person in child-related work or child-related roles until if they are cleared.</p> <p>What should I do? Remove the person from any child related role with your organisation until they can show a cleared WWCC.</p> <p>Notify Maccabi Australia</p> <p><i>Keep a record of your actions. It is an offence to engage an interim barred person in a child related role.</i></p>	<p>Meaning The database cannot find a matching WWCC because either:</p> <ul style="list-style-type: none"> • The data entered for verification has errors • The person's application has been withdrawn or terminated without an outcome • The person has not completed an application for a WWCC <p>What should I do? <i>You must not engage this person in child related work until you are able to verify a valid WWCC from them.</i></p> <p>You should ask the worker to confirm the details provided. Keep a record of your actions.</p>	<p>Meaning The person's Working with Children Check has expired.</p> <p>What should I do? <i>You must not employ this person in child related work until they provide you with an application number or WWCC clearance number.</i></p> <p>You should remind the worker that they need a valid WWCC to work in a child related role and that their current check has expired.</p> <p>Keep a record of your actions.</p>	<p>Meaning The person's application for a Check has been closed and is no longer being progressed.</p> <p>What should I do? <i>You must not employ this person in child related work.</i> They need to re-apply for a WWCC and provide you with an application number or WWCC clearance number.</p> <p>There are many reasons for an application being closed. These range from duplicate applications, or that information was requested and not received.</p>

5. Maintain as WWCC Register

Once you have completed Step 4, enter the details of your workers into a WWCC register like the example below.

This register should be treated as a live document and updated as workers join your organisation or renew their checks.

Maintaining a register will allow you to prove that you are complying with your legal obligations relating to WWCC verification if you are ever audited or if an issue occurs.

Remember to record your worker's details prior to leaving the OCG portal as they will not automatically reappear next time you log in.

Full Name	Position	Date of Birth	WWC number	Start date	Verification date	Verification outcome	Expiry date	Paid or volunteer work
John Smith	Football Coach – U11's	26/06/1977	WWC000XXE	30/06/2023	29/06/2023	Cleared	27/06/2028	Volunteer