

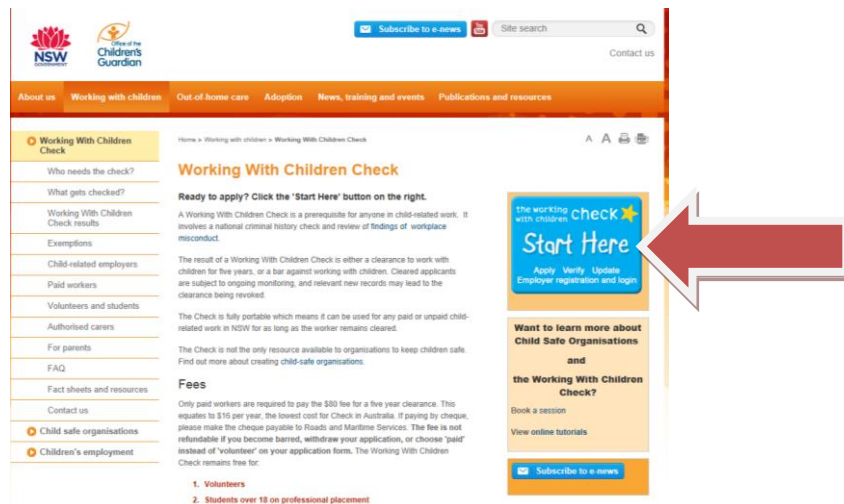
TO COMPLETE VOLUNTEER REGISTRATION ONLINE – WORKING WITH CHILDREN CHECK

Please take note of the new Webpage

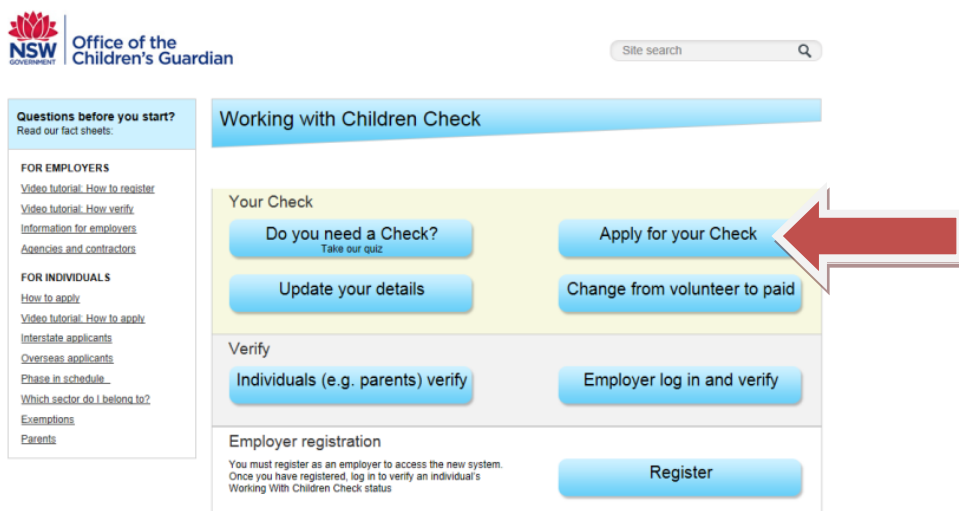
STEP 1: Go to <http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check>

Members will need to complete and online Registration

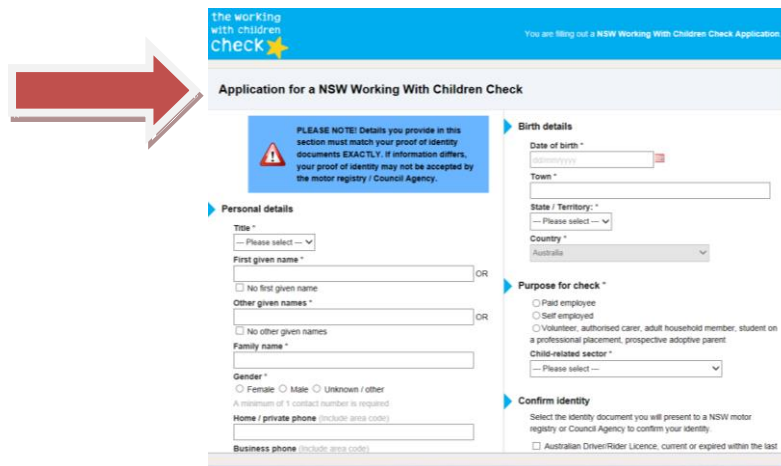
- The Online Working With Children Check Form is easy to complete – takes less than 5 minutes



STEP 2: Click on - Apply for your Check



STEP 3: Complete Application Form



The screenshot shows the online application form for a NSW Working With Children Check. The form is titled "Application for a NSW Working With Children Check" and includes a warning box: "PLEASE NOTE! Details you provide in this section must match your proof of identity documents EXACTLY. If information differs, your proof of identity may not be accepted by the motor registry / Council Agency." The form is divided into several sections: "Personal details" (Title, First given name, Other given names, Family name, Gender), "Birth details" (Date of birth, Town, State / Territory, Country), "Purpose for check" (Paid employee, Self employed, Volunteer, Child-related sector), and "Confirm identity" (Select the identity document you will present to a NSW motor registry or Council Agency to confirm your identity). A red arrow points to the form from the left.

STEP 4: You will receive an **Application Number** once you have completed the online form.

To complete your Application you must attend a NSW Motor Registry to:

- Verify your identity
- Pay your application fee of **\$0** for an application type of **Volunteer**

You will need:

- Your Working With Children Check **Application Number**
- Proof of your identity

You will have until the 5th October 2014 to visit a NSW motor registry to complete your application.

Please allow 4 weeks from the date you complete the proof of identity requirement to receive your results.

If you are cleared, you will receive a notice from the Office of the Children's Guardian with your WWC number.

You will then need to give this information to your Club

Your employer or Club only needs your WWC (or APP) number, surname and date of birth for online verification, so it is not necessary to provide your employer with a copy of your notice.

Your Club will now enter your details into the Working With Children Register and also into Surfguard.

Frequently Asked Questions:

Question - Does Every patrol member have to present himself at the motor registry with the completed paperwork?

Answer – Yes every Volunteer ie Patrol Member, Trainer, Assessor, Age Manager or Assistant, Club Coach, Official

Question - Does SLSA realise this could be up to and beyond 400 people plus

Answer – Yes however - This is not an SLSA requirement – It is a requirement of the Office of the Children's Guardian

Question - How will the older people or people who are computer illiterate complete this process?

Answer – I would hope they would have a family member who may be able to assist them – if not the Club can download the form and print copies off for members to complete and they can be posted

Question - Does this have to be done every year?

Answer – NO your WWC Check will last 5 years

Question - Will SLSA provide a resource to assist clubs to track electronically who has logged onto the registration system and then who has been to the registry?

Answer – This is not an SLSA requirement – It is a requirement of the Office of the Children's Guardian

Question - How many people do SLSA think will actually complete the whole process? What will be the ramifications for clubs if the members have not completed this arduous process of going to the RTA?

Answer – Your Club members should be completing Member Protection Forms every season and as in the past if members refuse to complete these forms their membership can be revoked

Question - Where do the Directors of a club stand if members refuse or simply cannot be bothered driving all the way to the motor registry to complete this process.

Answer – As Above