



Update your contact details



Renew your check online



Your employer will **verify**

AN IMPORTANT MESSAGE FOR EMPLOYERS, ORGANISATIONS AND PARENTS WHO ENGAGE ADULTS TO WORK WITH CHILDREN

In NSW a Working With Children Check lasts for five years and must be renewed to remain valid.

This means Working With Children (WWC) numbers issued when the new system began in 2013 will start to expire from June 2018.

If your organisation engages people in paid or unpaid child-related roles their WWC numbers will need to be renewed before they expire.

Your workers should keep their contact details updated so they can be alerted when it is time to renew their WWC number.

They can do this by going to www.kidsguardian.nsw.gov.au/check and clicking "Update my details".

The Office of the Children's Guardian will send an email to individuals with WWC numbers three months before their number expires explaining what to do next.

Organisations should review their own records for upcoming expiry dates and ask workers if they have renewed.

When a WWC number has been renewed it needs to be re-verified by the person's employer or organisation.

An email to confirm a WWC number has been re-verified will be sent to you and should be stored as part of your workplace records.

It is an offence to engage a person to work with children in NSW without a valid Working With Children Check clearance.

For more information go to www.kidsguardian.nsw.gov.au/check/renew

May 2018