



Child Protection Working with Children – Club Verification Process

At the completion of the process for the applicant, they will receive their outcome and Working with Children Check number on a Clearance form, a copy of which they should provide to your nominated Child Protection Officer (CPO). The additional information you will require, if you don't already have it, is the applicant's date of birth.

The Clearance number stays with the individual – only one check is required per person regardless of different organisations that they work or volunteer for.

On receipt of the Clearance form from the applicant, the Club then has a verification process which you have to go through, by law. The Club needs to retain the details of the applicant's Clearance provided by the applicant, for a period of seven years for Volunteers and Five Years for Paid workers. The Club can utilise a spreadsheet approach to retaining the Clearance data by utilising the Working with Children Check Record Keeping Template.

[Click here](#)

The Club process is as follows.

STEP 1

The Club, will need to register before it can complete online verifications. [Click here](#) for online registration.

Club Volunteers who have completed their Working with Children check should provide a copy of the WWCC Clearance Certificate to the CPO for online verification.

Before the Club hires a new, paid child-related worker, the Club must verify the status of their Working with Children Check online to ensure they have a clearance to work with children, or have completed an application for a Check. As Volunteers (new and existing) and current paid workers are phased in, you will need to verify their Working with Children Checks, online.

PLEASE NOTE! Verification MUST be done online.

STEP 2

- Go to www.kidsguardian.nsw.gov.au ([click here](#)).
- Click on **Employer log in and verify**.
- Click on **Proceed to Log in to verify**
- Login using the Club User name and Password established when the Club first registered as above
- Enter the worker or Volunteer's:
 - Family name
 - Date of birth
 - Working with Children Check number (or application number)
- Click Verify

The Club should then take a copy as shown or copy the information into the Working with Children Check Record Keeping Template as referred to above and then retain the information for the periods as referred to earlier under the Child Protection Act.

It is essential that we have all relevant Volunteers cleared by the completion of the phasing in period as determined by AFL Sydney Juniors. Compliance of this requirement is covered under bylaw 32.4.