



Procedure: Working With Children Check

	Order of Procedure	Responsibility of	Task
Pre-employment: Note: A worker is any paid employee or contractor, or unpaid volunteer	1	CuriousWorks Supervisor or Producer	<ul style="list-style-type: none"> Inform prospective Worker if their role may be Child-related Work. Inform the Worker if they require WWCC Class V or E (using table below) If required, direct them to kidsguardian.nsw.gov.au to apply <u>at cost to the Worker</u> [a Class V clearance can be obtained without cost] Request the Worker to provide the below details:
	2	Worker	<ul style="list-style-type: none"> Provide details to the Supervisor: <ul style="list-style-type: none"> WWCC number or application number. Full Name and Date of Birth for verifying the clearance.
	3	CuriousWorks Supervisor or Producer	<ul style="list-style-type: none"> Send above details to CuriousWorks Nominated Contacts
	4	CuriousWorks Nominated Contacts 1. Andy Ko 2. Vanessa Hyde	<ul style="list-style-type: none"> Verify the WWCC of Worker using Employer login on kidsguardian.nsw.gov.au File details and update WWCC log Notify the Worker's Supervisor of outcome
Throughout employment:		CuriousWorks Nominated Contacts 1. Andy Ko 2. Vanessa Hyde	<ul style="list-style-type: none"> Notify a Worker if CuriousWorks is informed of a change in WWCC status Retain WWCC records for the duration of, and at least 7 years after terminating, the employment of the Worker.
		CuriousWorks Supervisor or Producer	<ul style="list-style-type: none"> Inform Workers if their role changes to include Child-related Work Inform Workers if their role changes that would require a different WWCC status or class
		Worker	<ul style="list-style-type: none"> Maintain their own WWCC clearance status, and inform CuriousWorks of any changes to this status, including interim and final bars. Not to participate in activity where they are not authorised to work.



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Minimum WWCC Requirement at CuriousWorks

For the purposes of employment at CuriousWorks, a role is Working with Children where it involves:

- Supervising, directing or instructing children; *or*
- Physical, face-to-face or direct tele/online contact with children, including accessing recordings of children; *or*
- Accessing confidential information about children

This is regardless whether or not the work is Child-related Work; whether or not the Worker will be supervised; *and* whether or not the Worker will be working in the presence of other adults.

The Worker is:	Minimum WWCC Requirement at CuriousWorks		
	Resident in NSW	Resident outside NSW	International visitor
<ul style="list-style-type: none"> ➤ Working with Children, <i>and</i> ➤ In Unpaid role 	NSW WWCC class V (for unpaid work)	Valid possession of their residential jurisdiction's WWCC equivalent	NSW WWCC class V (for unpaid work)
<ul style="list-style-type: none"> ➤ Working with Children, <i>and</i> ➤ In Paid role for <u>less than 5 days'</u> total in a 3-month period 			
<ul style="list-style-type: none"> ➤ Working with Children, <i>and</i> ➤ In Paid role for <u>more than 5 days'</u> total in a 3-month period 	NSW WWCC class E (valid for Paid & Unpaid work)		
<ul style="list-style-type: none"> ➤ A parent, guardian or an authorised carer of the child/children, who will <u>not</u> be Working with Children <u>except</u> with that child/those children. 	Exempt		
<ul style="list-style-type: none"> ➤ A child - any person 17 years and under. 			
<ul style="list-style-type: none"> ➤ Not Working with Children in any way. 			