

Renewal of the WWCC – Staff Fact Sheet

Child Protection (Working with Children) Act 2012

The Working with Children Check (WWCC) is a requirement for any person in child-related work (unless exempt) and needs to be renewed every five years. Three months prior to your WWCC expiry, you will receive an email reminder directly from the Office of the Children's Guardian providing instructions on how to reapply.

Please undertake the following steps before your WWCC expires:

1. Update your contact details if they have changed in the past 5 years

Make sure your contact details are up to date. Go to WWCC | Office of the Children's Guardian <https://ocg.nsw.gov.au/working-children-check> and choose "Update your personal details".

2. Check your expiry date

Find your expiry date and WWCC number in the email you received after you first applied. In your email search, type "wwcc notification" the subject is "Information Regarding your Working with Children Check". If you have lost your number, go to <https://ocg.nsw.gov.au/working-children-check> and choose "Find my number". Your number and expiry date will be emailed to you.

3. Renew, do not reapply

Complete the online renewal form at Working with Children Check | Office of the Children's Guardian <https://ocg.nsw.gov.au/working-children-check> – do not reapply, renew only! A reference number will be emailed to you. Take the reference number to a Service NSW centre or motor registry and pay the renewal fee of \$80 (volunteers are free.) You will be sent a third email confirming a new expiry date for your WWCC number.

4. Provide your WWCC number and new expiry date to CSBB

Email your WWCC number and new expiry date to wwcc@dbb.catholic.edu.au for verification

More information

If you have any questions, please see the Principal or contact the Safeguarding Office at safeguarding@dbb.catholic.edu.au or phone 7256 2211.

Further information is also available on the NSW Office of the Children's Guardian | Working with Children Check website <https://ocg.nsw.gov.au/working-children-check>

