



11 March 2010

New Working with Children Check Guidelines and Forms

Working with Children Check Guidelines

In response to the Special Commission of Inquiry into the Child Protection Services in NSW, there have been changes to the *Working with Children Check Guidelines and Forms*.

- The new web-based guidelines and forms are available from the NSW Commission for Children and Young People – www.kids.nsw.gov.au
- The new guidelines and forms should replace all previous versions.
- There is a *Quick Link* for the **Working With Children Check** – www.kids.nsw.gov.au/check
- The new **Applicant Declaration and Consent Form** replaces the old *Prohibited Employment Declaration* and the old *Working With Children Background Check Consent*.
- The new **Volunteer/Student Declaration** replaces the *Prohibited Employment Declaration* for volunteers and students on placement.
- The new forms are designed to be completed online then printed for signing. Advice from the Commission has indicated that the use of the online forms will enable faster response times.
- The forms should be sent by email as a PDF to the Commission for Children and Young People at check@kids.nsw.gov.au or by fax to **02 9286 7201**.
- There are additional categories of employment that can be screened that are listed in the Guidelines. These are mostly in the social /welfare sector.
- If your Employer registration details have changed please advise the Commission by completing the **Amendment to Employer Registration Details Form**.
- The new **Relevant Employment Proceedings Notification and Summary Form** replaces the old *Relevant Employment Proceedings Notification* and the old *Relevant Employment Proceedings Summary*. The new form requires more information to assist Approved Screening Agencies to conduct a risk estimate. The new forms also simplify employer choices about category of notification.

Certificate for Self Employed People

Self employed persons aged 18 years or older who work in child related employment need to provide a certificate indicating that they are not a prohibited person. Examples of self employed persons may include music tutors and sports coaches.

More information can be obtained by accessing the website – www.kids.nsw.gov.au

Yours sincerely,

A handwritten signature in black ink that reads 'Maree Townsend'.

Maree Townsend
Director: Risk and Compliance