

FACT SHEET: Working with Children

Legal obligations of working with children in NSW

It is a requirement in NSW for employees and volunteers over the age of 18 working in child-related roles hold a Working with Children Check (WWCC) clearance.

Under Part 2, section 6 of the *Child Protection (Working With Children) Act 2012*, child-related work is defined as work in a specific, child-related role or face-to-face contact with children (people under the age of 18) in a child-related sector. Additional roles can be found in the *Child Protection (Working With Children) Regulation 2013*.

A WWCC is an ongoing assessment of a person's suitability to work or volunteer with children and involves a check of a person's national criminal history (including all spent convictions, pending and non-conviction charges) and a review of findings of workplace misconduct. It is valid for five years from the date of issue. Paid employees must pay a fee of \$80 to apply for a WWCC clearance number.

If you are based in NSW and wish to apply for a WWCC clearance number, please contact:

Working with Children Check	Office of the Children's Guardian https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check Ph: (02) 9286 7219 Email: check@kidsguardian.nsw.gov.au
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You should familiarise yourself with other legal obligations associated with working with children, for example, if your project involves employment of children. More information on this can be found in Arts Law's *Children in the creative process (NSW) Information Sheet* [here](#).

<https://www.artslaw.com.au/information-sheet/children-in-the-creative-process-nsw/>

TIP: You are required to obtain parental consent if your project involves working with a child under the age of 15. This should include a signed permission slip from school with parental letter of consent.

Planning your project – working with children in schools or classrooms

When engaging or working with children, it is important to develop a relationship with any schools or local organisations servicing children. You should consider contacting schools to organise a time to discuss your project and the level of involvement of any children. Discuss with the schools the project's key milestones and financial commitment.

If you are working in partnership with a school, once you have provided your WWCC clearance number, the school will need to inform parents/carers/guardians of any children involved in your project by issuing a permission slip allowing students to participate. This will also involve seeking consent if your project involves documentation through film or photography and to collect any medical information that you may need to be aware of.

During the planning stage of your project, you may wish to consider familiarising yourself with NSW curriculum requirements. For more information on this, you can visit the [Department of Education website](#).

If your project involves depictions of children or young people and you are concerned about the content of any imagery or artworks being exhibited, it is advisable to obtain a rating classification from the Classification Board. You can find more information about this process online:

<http://www.classification.gov.au/Industry/Pages/Home.aspx>

OTHER RESOURCES

Australian Institute of Family Studies

Pre-employment screening: Working With Children Checks and Police Checks

<https://aifs.gov.au/cfca/publications/pre-employment-screening-working-children-checks-and-police-checks/part-b-state-and>

NSW Government Office of the Children's Guardian

<https://www.kidsguardian.nsw.gov.au/>

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

Children in Art Protocols, Australia Council for the Arts

<https://www.australiacouncil.gov.au/funding/children-in-art-protocols/>

Children in the creative process (NSW), Arts Law Centre of Australia

<https://www.artslaw.com.au/information-sheet/children-in-the-creative-process-nsw/>

ARTS ORGANISATIONS WORKING WITH YOUNG PEOPLE

Australian Theatre for Young People

<https://atyp.com.au/>

Outback Theatre for Young People

<https://outbacktheatre.com/>

Shopfront Arts

<https://shopfront.org.au/>

Bankstown Youth Development Service

[https://www.cbcity.nsw.gov.au/arts-centre/about-us/bankstown-youth-development-service-\(byds\)](https://www.cbcity.nsw.gov.au/arts-centre/about-us/bankstown-youth-development-service-(byds))

Sydney Youth Orchestras

<https://syo.com.au/>

Gondwana Choirs / Sydney Children's Choirs

<https://www.gondwana.org.au/choirs/sydney-childrens-choir/>