



STEM Professionals in Schools – Working with Children Checks

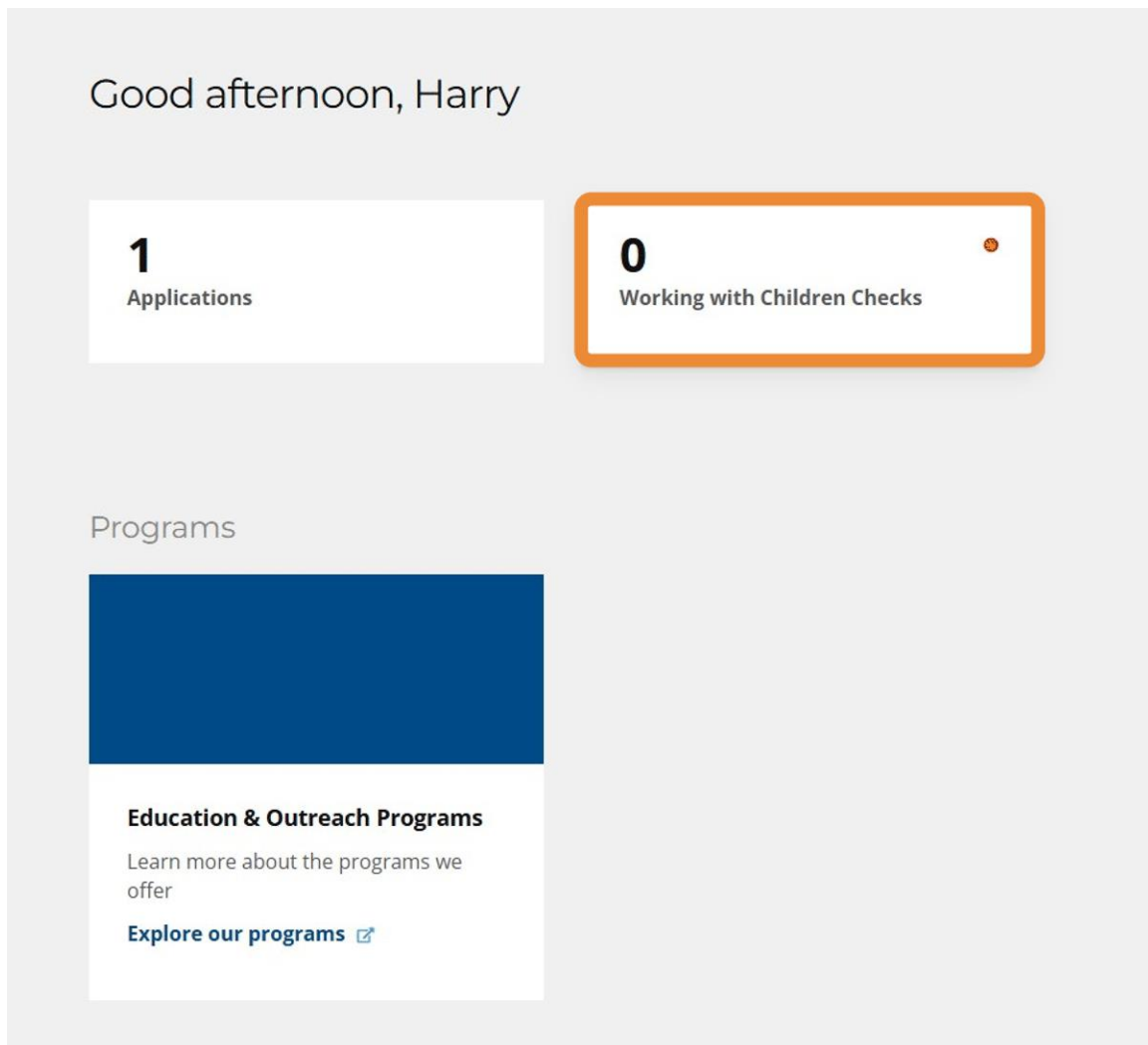
How-to Guide to Managing Working with Children Check requirements in the Education Portal

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Applying for a Working with Children Check (WWCC)

Sign into the Education portal <https://education.csiro.au/>

1. From the Education Dashboard click on the 'Working with Children Checks' tile.



2. Click on **Add new** button.

Working with Children Check (WWCC) / Working with Vulnerable People Check (WWVP)

State-based child safety clearances (e.g. WWCC / WWVP) help protect children from physical and sexual harm. By screening people's criminal records and professional conduct, and by preventing those who pose an unjustifiable risk to children from working with or caring for them.

The registration process varies by state and territory and is required by law for each state or territory that you may interact with children.

To comply with CSIRO's Child Safe Policy, all STEM professionals participating in a CSIRO Education program are required to hold a valid child safety clearance in the state or territory they reside in. Please note, each state and territory child safety clearance includes a National Police Check.

To add a new Working With Children Check or to renew, click 'Add new' below.

Add new

3. Now select your state or territory from the drop-down menu.

This site is private: Only specific people can view this site. [Learn more](#)

Add Working with Children Check (WWCC) / Working with Vulnerable People Check (WWVP)

Select a State or Territory *

NSW - Working With Children Check (WWCC)

ADD

Working with Children Check (WWVP)

Working with Vulnerable People Check

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Add new

4. To add this state or territory to your record Click the 'Add' button.

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Add Working with Children Check (WWCC) / Working with Vulnerable People Check (WWVP)

Select a State or Territory *

NSW - Working With Children Check (WWCC)

ADD

Working with Children Check (WWCC) / Working with Vulnerable People Check (WWVP)

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To add a new Working With Children Check or to renew, click 'Add new' below.

Add new

5. To obtain a Working with Children Check (or equivalent in your state or territory), please follow the link to [Australian Institute of Family Studies](#) for more information and instructions relevant to the State or Territory where you want to work with us.

Working with Children Check (WWCC) / Working with Vulnerable People Check (WWVP)

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To add a new Working With Children Check or to renew, click 'Add new' below.

Add new

NSW - Working With Children Check (WWCC) New Upload

Important Please follow the instructions below to complete your NSW - Working With Children Check (WWCC) . If you already hold a current NSW - Working With Children Check (WWCC) , please **upload** a copy (scan or photograph).

New Applications Renewals

To obtain a Working with Children Check (or equivalent in your state or territory), please refer to [Australian Institute of Family Studies](#) for more information and instructions relevant to the State or Territory where you want to work with us.

Once you have obtained your child safety clearance, or if you already have a valid check, please upload a copy of your WWCC/WWVP here. If you are unable to upload your clearance, please email a copy to stemprofessionalsinschools@csiro.au.

*For CSIRO staff: please obtain the Employee/Paid Working with Children Check (or equivalent in your state or territory) in accordance with our organisation's commitment to Commonwealth Child Safe Framework Compliance. Additional information will be sent to you directly.

6. A new browser tab will open on the Australian Institute of Family Studies web page. Here you will find both general information on WWCC and information specific to your state or territory.

The screenshot shows the AIFS website header with the Australian Government logo and AIFS logo. A search bar is present. The navigation menu includes 'About us', 'Our research', 'Resources', 'Topics', and 'Contact'. The main content area has a purple header with the title 'Pre-employment and volunteer screening checks'. Below this, the page is titled 'Working With Children Checks, Working With Vulnerable People Checks and Police Checks'. The 'Overview' section states: 'This resource sheet provides an overview of screening checks for people who engage with vulnerable groups such as children in employment or volunteer activities in Australia. It outlines information about Working With Children Checks (WWCC), Working With Vulnerable People Checks (WWVPC) and Police Checks, their requirements and state/territory contact information. This resource is intended for employers, current and prospective employees and volunteers engaging in child-related work in Australia. It answers common questions related to pre-employment screening checks and provides state and territory requirements for working with children, including contact information for state/territory screening services.' A disclaimer box notes: 'The information provided is to be used as a guide only. Individuals are encouraged to check the currency of any information that is provided by contacting relevant departments or organisations. All enquiries about obtaining WWCCs, WWVPCs and Police Checks should be made to the state or territory government department responsible.' On the right, a sidebar shows 'Published: 24 January 2024', 'Project: Child Family Community Australia', and 'Content type: Resource sheet'. Below this, 'Related topics' include 'Child abuse and neglect', 'Child-safe organisations', and 'Working with children and young people'.

7. To find information on the WWCC in your state or territory, scroll down the page until you find the appropriate one.

Australian Capital Territory	▼
New South Wales	▼
Northern Territory	▼
Queensland	▼
South Australia	▼
Tasmania	▼
Victoria	▼
Western Australia	▼

8. You will now be able to scroll through and read the information provided on the Working with Children Check in your state and territory.

New South Wales



New South Wales

Legislation

- [Child Protection \(Working with Children\) Act 2012](#) (NSW) No. 51
- [Child Protection \(Working with Children\) Regulation 2013](#) (NSW)

Screening check name

Working with Children Check (WWCC)

Valid for

5 years

Who is required to obtain a check

- employees and volunteers aged 18 years or older working in child-related roles, where contact with children is a usual part of the work, and not just incidental
- adults who reside or stay regularly on the property of an authorised carer, home-based education and care service providers, family daycare service providers, potential adoptive parents, and heads (e.g. chief executive officers) of organisations captured by the Child Safe Scheme



9. When you reach the section **Where to apply** you will find a link to “How to apply” for a Working with Children Check in your state or territory. Follow the instructions provided on this ‘How to Apply’ link to obtain your Working with Children Check.

Worker and employer obligations

- Individuals are required to provide original, current proof-of-identity documents when applying or renewing their WWCC.
- Individuals are legally required to update their contact details within 3 months of changes being made.
- Employers operating within a child-related industry are required to [register online](#) with the NSW Office of the Children's Guardian (OCG).
- Employers are required to identify the roles which require a WWCC and provide information relevant to an assessment of whether a person poses a risk to the safety of children in response to a request from the OCG.
- Employers must verify that their workers or volunteers who work with children have a WWCC or have applied for one, and that checks are renewed when required. Workers whose WWCC cannot be verified must be removed from work with children.
- Employers must keep up-to-date records for each worker or volunteer who works with children, including: their full name, date of birth, WWCC number, verification date, verification outcome, expiry dates, their work status.
- Penalties may apply for non-compliance.

Who applies

Individuals are responsible for their own application for certification.

For more information

[Working with Children Check](#) - Office of the Children's Guardian

Where to apply

Online [How to apply for a WWCC](#) - Office of the Children's Guardian



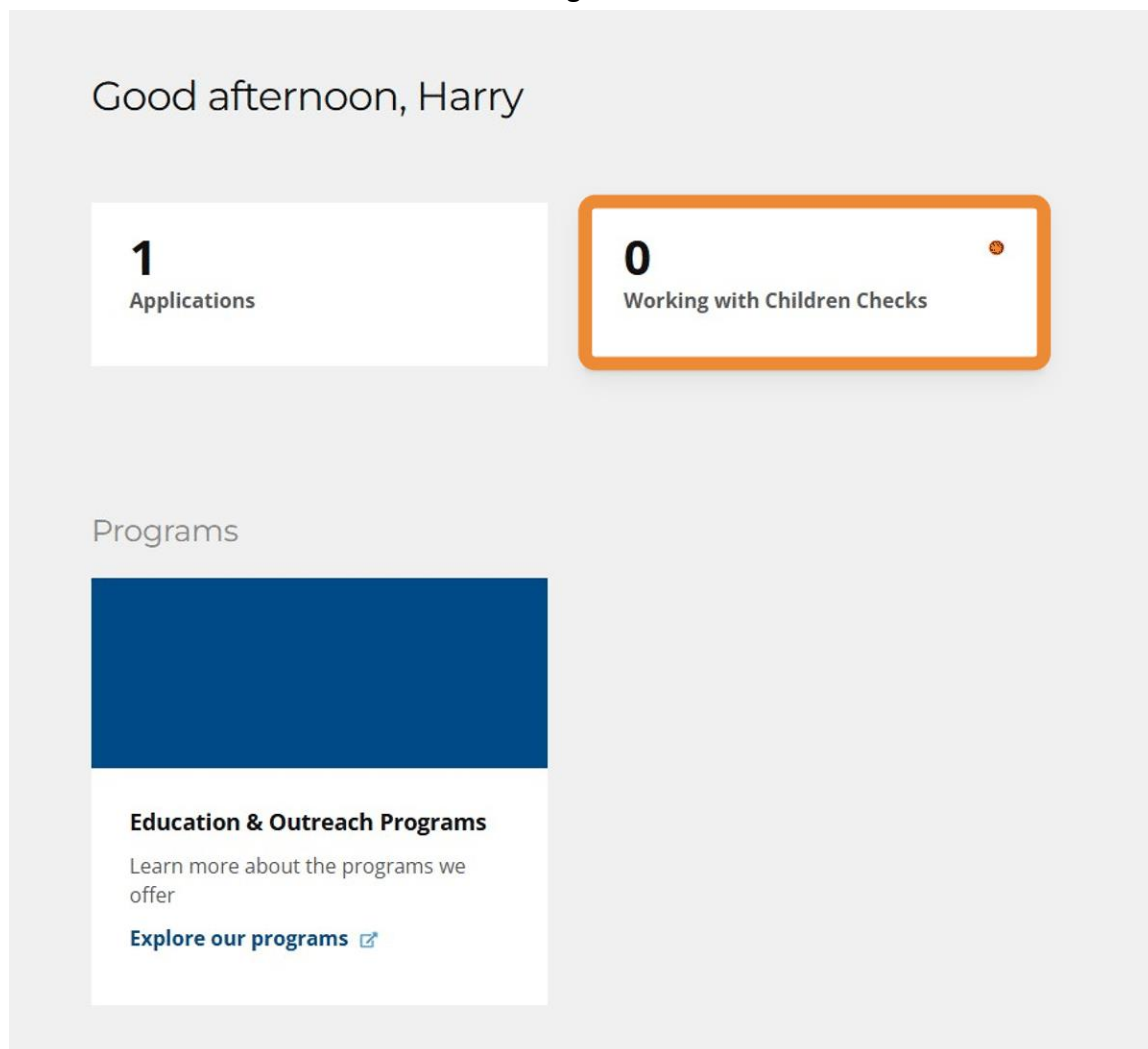
10. It may take several weeks to receive your Working with Children Check depending on your state or territory. Once you have received your WWCC documentation,

please follow the instructions in the section [Uploading your Working with Children Check information](#) of this document.

Uploading your Working with Children Check information

11. Once you have obtained your Working with Children Check Sign into the Education Portal <https://education.csiro.au/>

12. Form the dashboard select the 'Working with Children Check' tile.



13. To upload your Working with Children Check click the Upload button.

Working with Children Check (WWCC) / Working with Vulnerable People Check (WWVP)

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To add a new Working With Children Check or to renew, click 'Add new' below.

Add new

NSW - Working With Children Check (WWCC)

New

Upload

Important Please follow the instructions below to complete your NSW - Working With Children Check (WWCC) . If you already hold a current NSW - Working With Children Check (WWCC) , please **upload** a copy (scan or photograph).

New Applications

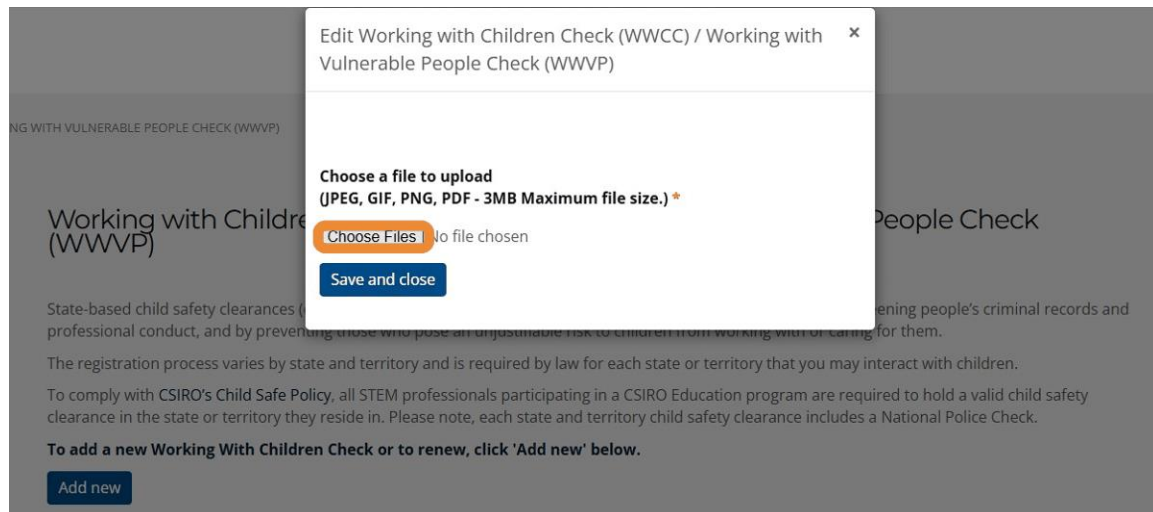
Renewals

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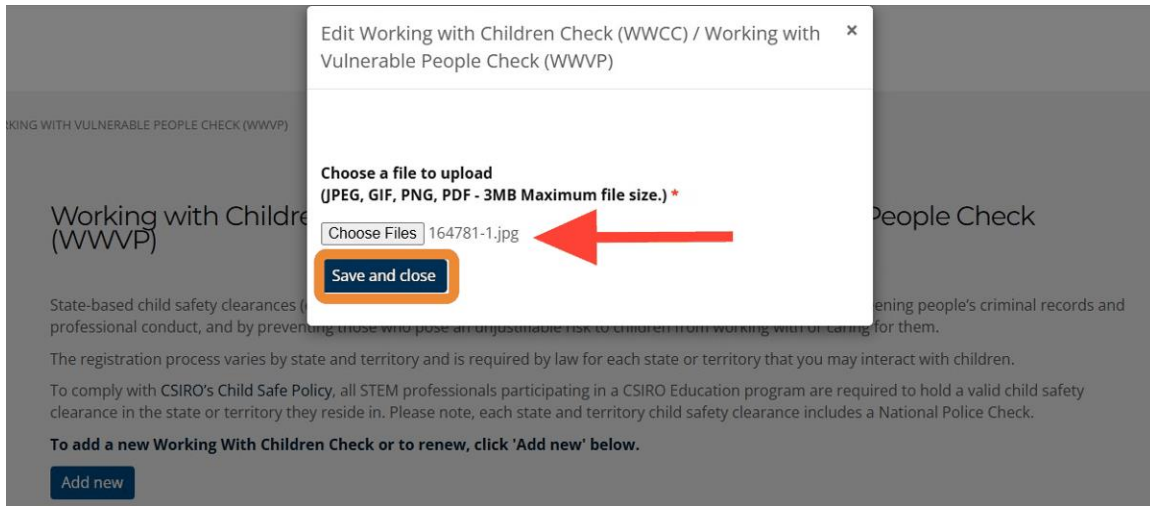
Once you have obtained your child safety clearance, or if you already have a valid check, please upload a copy of your WWCC/WWVP here. If you are unable to upload your clearance, please email a copy to stemprofessionalsinschools@csiro.au.

**For CSIRO staff: please obtain the Employee/Paid Working with Children Check (or equivalent in your state or territory) in accordance with our organisation's commitment to Commonwealth Child Safe Framework Compliance. Additional information will be sent to you directly.*

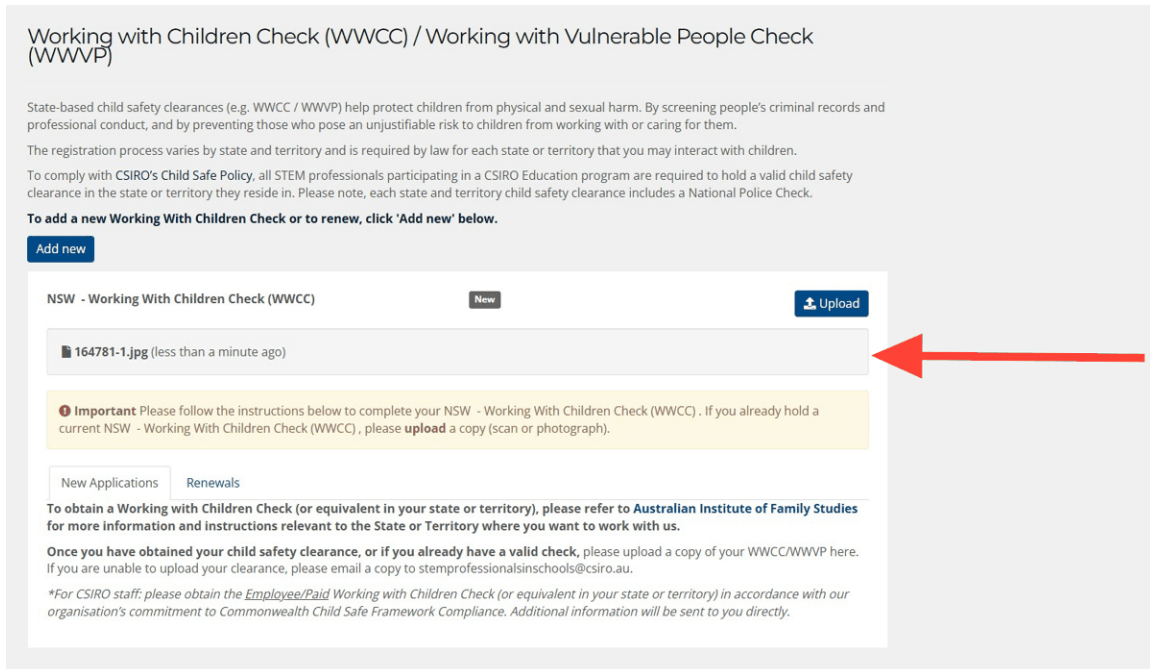
14. Click the **Choose Files** button and select your file to upload from your device



15. The name of your file will now appear next to the **Choose File** button. You may now click the **Save & close** button to complete the upload of your file.



16. Your uploaded file will appear here on the Working with Children Check page.



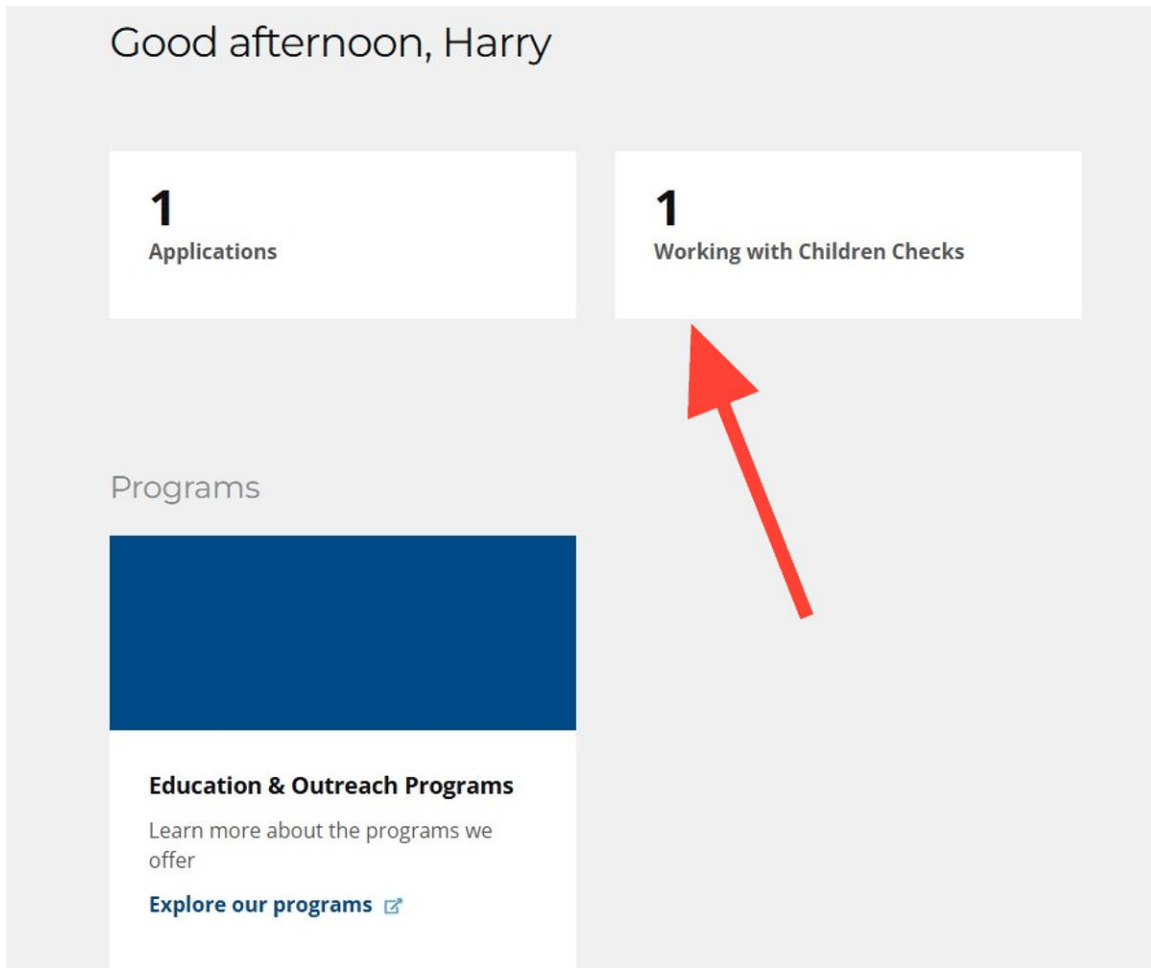
17. You can now return to your dashboard, click on your name at the top of the screen to access the dropdown menu

The screenshot shows the CSIRO Education & Outreach Portal. At the top right, the user's name 'HARRY TEST BROWN' is displayed next to a dropdown arrow, enclosed in an orange box. A red arrow points from the right towards this box. The page content includes a header with 'Education & Outreach Portal', a navigation bar with 'HOME', 'PROFILE', and 'WORKING WITH CHILDREN CHECK (WWCC) / WORKING WITH VULNERABLE PEOPLE CHECK (WWVP)', and a main section titled 'Working with Children Check (WWCC) / Working with Vulnerable People Check (WWVP)'. Below this, there is a section for 'NSW - Working With Children Check (WWCC)' with a 'New' button and an 'Upload' button. A file '164781-1.jpg' is shown as uploaded. An important note states: 'Please follow the instructions below to complete your NSW - Working With Children Check (WWCC). If you already hold a current NSW - Working With Children Check (WWCC), please upload a copy (scan or photograph)'. There are tabs for 'New Applications' and 'Renewals'. A footer contains links for 'Help', 'Contact CSIRO Education and Outreach', 'Legal Notice', 'Accessibility', and '© Copyright CSIRO 2025'.

18. Click **Dashboard**

The screenshot shows a user profile dropdown menu. The user's name 'HARRY TEST BROWN' is at the top with a dropdown arrow. Below it, a list of options is shown: 'Dashboard', 'Edit profile', 'Change email', and 'Sign out'. The 'Dashboard' option is highlighted with an orange box.

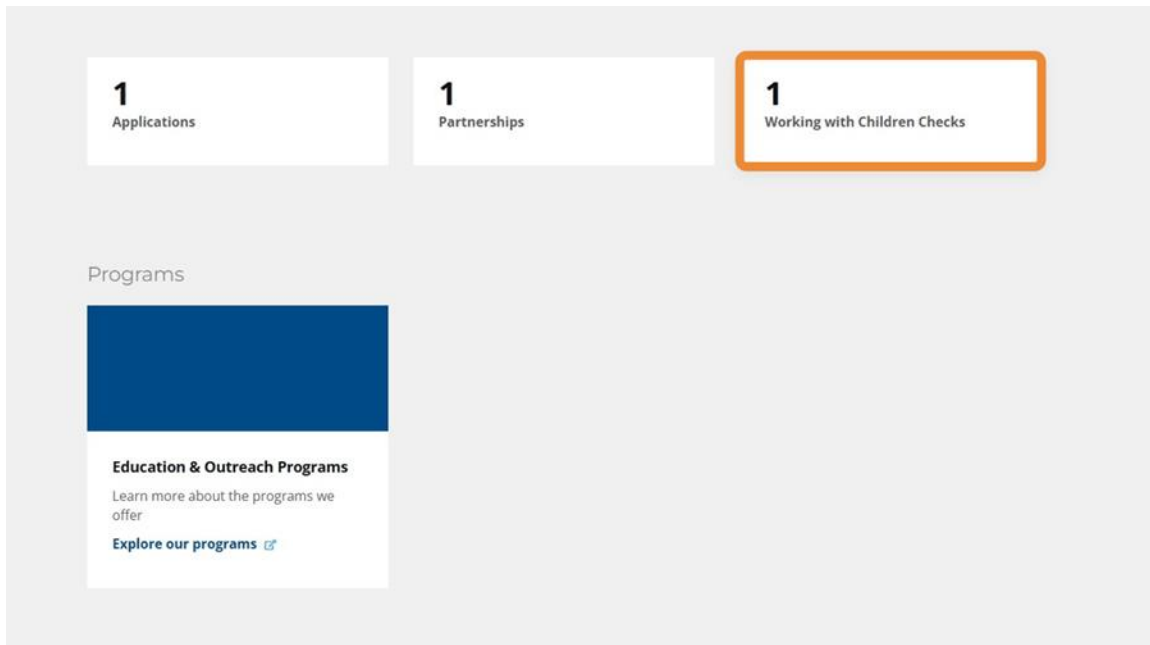
19. You will now see the Working with Children Checks tile has been updated.



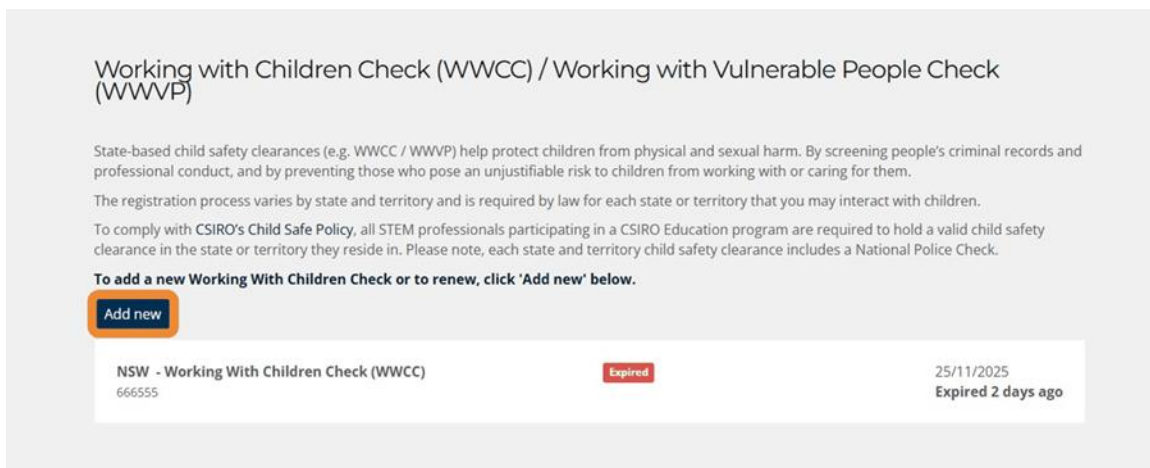
Renewing your Working with Children Check

20. Sign into the Education portal <https://education.csiro.au/>

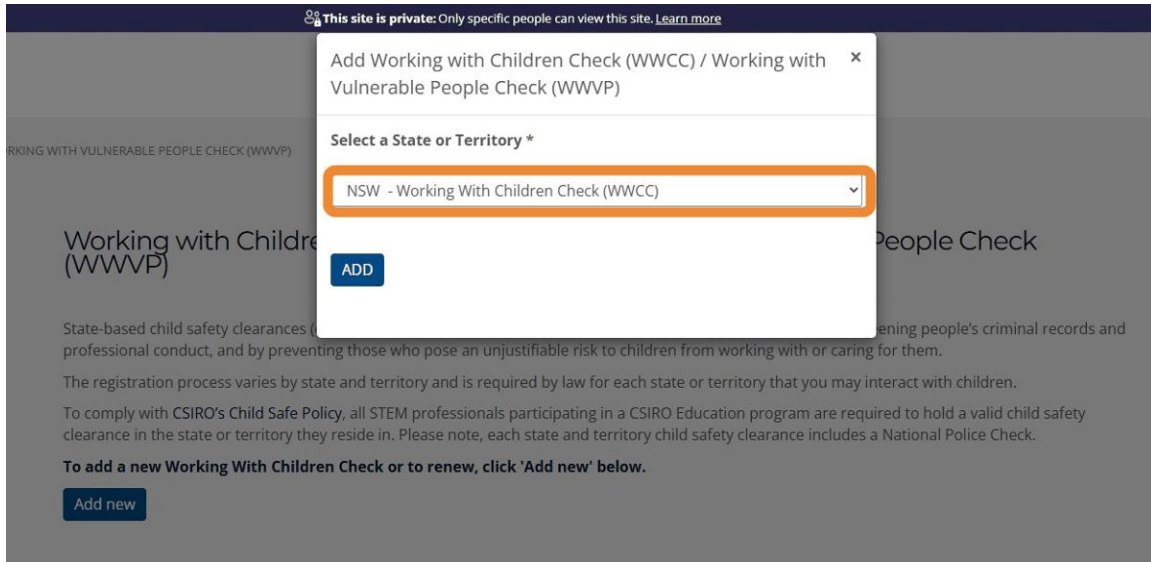
21. From the Education Dashboard click on the 'Working with Children Checks' tile.



22. Click on **Add new** button.



23. Now select your state or territory from the drop-down menu.



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Add Working with Children Check (WWCC) / Working with Vulnerable People Check (WWVP)

Select a State or Territory *

NSW - Working With Children Check (WWCC)

ADD

Working with Children Check (WWVP)

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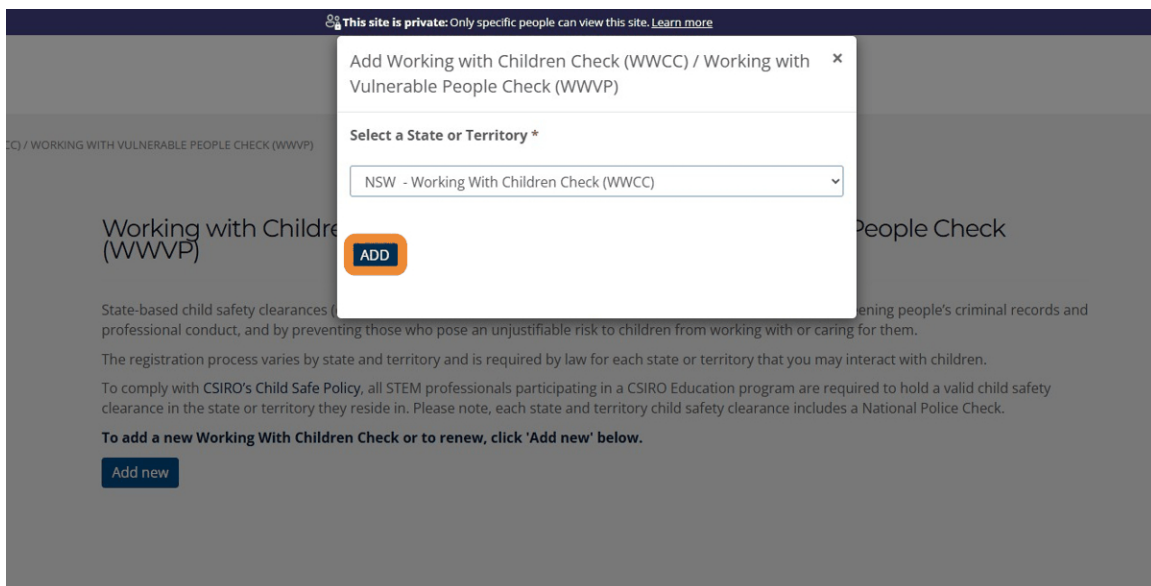
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To add a new Working With Children Check or to renew, click 'Add new' below.

Add new

24. To add this state or territory to your record Click the 'Add' button.



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Add Working with Children Check (WWCC) / Working with Vulnerable People Check (WWVP)

Select a State or Territory *

NSW - Working With Children Check (WWCC)

ADD

Working with Children Check (WWVP)

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Add new

25. Click **Renewals**

Working with Children Check (WWCC) / Working with Vulnerable People Check (WWVP)

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To add a new Working With Children Check or to renew, click 'Add new' below.

[Add new](#)

NSW - Working With Children Check (WWCC) [New](#) [Upload](#)

Important Please follow the instructions below to complete your NSW - Working With Children Check (WWCC) . If you already hold a current NSW - Working With Children Check (WWCC) , please **upload** a copy (scan or photograph).

New Applications **Renewals**

To obtain a Working with Children Check (or equivalent in your state or territory), please refer to [Australian Institute of Family Studies](#) for more information and instructions relevant to the State or Territory where you want to work with us.

Once you have obtained your child safety clearance, or if you already have a valid check, please upload a copy of your WWCC/WWVP here. If you are unable to upload your clearance, please email a copy to stemprofessionalsinschools@csiro.au.

**For CSIRO staff: please obtain the [Employee/Paid Working with Children Check](#) (or equivalent in your state or territory) in accordance with our organisation's commitment to Commonwealth Child Safe Framework Compliance. Additional information will be sent to you directly.*

26.

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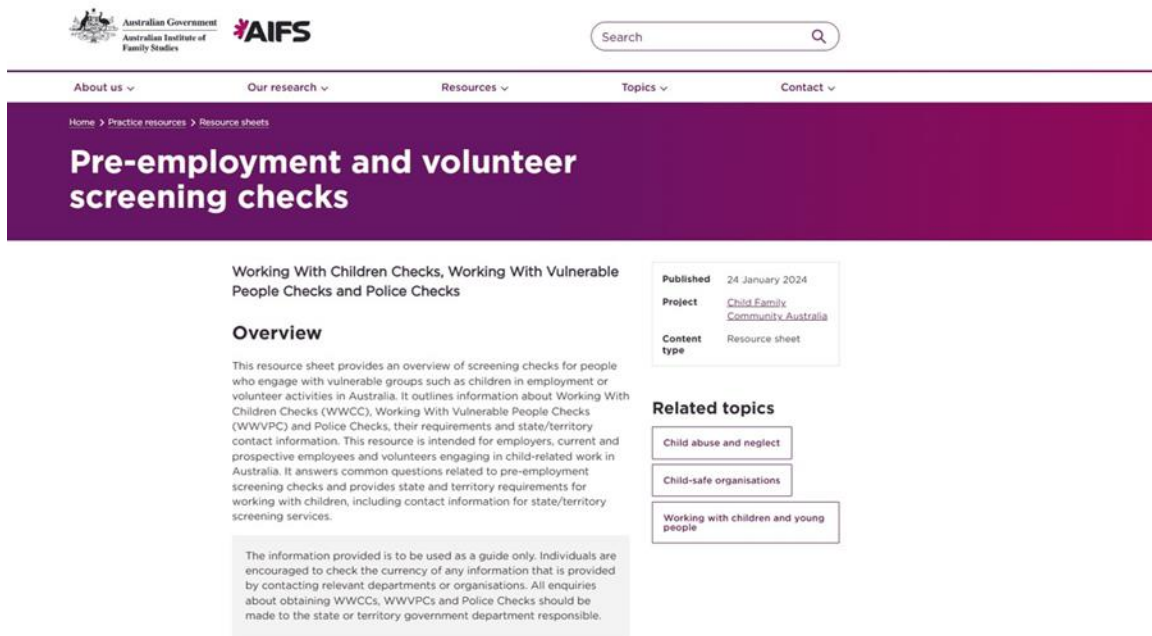
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28. A new browser tab will open on the Australian Institute of Family Studies web page. Here you will find both general information on WWCC and information specific to your state or territory.



The screenshot shows the AIFS website with the following elements:

- Header:** Australian Government, Australian Institute of Family Studies, AIFS logo, and a search bar.
- Navigation:** About us, Our research, Resources, Topics, Contact.
- Breadcrumbs:** Home > Practice resources > Resource sheets.
- Section Header:** Pre-employment and volunteer screening checks.
- Content:**
 - Working With Children Checks, Working With Vulnerable People Checks and Police Checks**
 - Overview:** This resource sheet provides an overview of screening checks for people who engage with vulnerable groups such as children in employment or volunteer activities in Australia. It outlines information about Working With Children Checks (WWCC), Working With Vulnerable People Checks (WWVPC) and Police Checks, their requirements and state/territory contact information. This resource is intended for employers, current and prospective employees and volunteers engaging in child-related work in Australia. It answers common questions related to pre-employment screening checks and provides state and territory requirements for working with children, including contact information for state/territory screening services.
 - Published:** 24 January 2024
 - Project:** [Child Family Community Australia](#)
 - Content type:** Resource sheet
 - Related topics:**
 - Child abuse and neglect
 - Child-safe organisations
 - Working with children and young people
- Disclaimer:** The information provided is to be used as a guide only. Individuals are encouraged to check the currency of any information that is provided by contacting relevant departments or organisations. All enquiries about obtaining WWCCs, WWVPCs and Police Checks should be made to the state or territory government department responsible.

29. To find information on the WWCC in your state or territory, scroll down the page until you find the appropriate one.

Australian Capital Territory	▼	
New South Wales	▼	←
Northern Territory	▼	
Queensland	▼	
South Australia	▼	
Tasmania	▼	
Victoria	▼	
Western Australia	▼	

30. You will now be able to scroll through and read the information provided on the Working with Children Check in your state and territory.

New South Wales



New South Wales

Legislation

- [Child Protection \(Working with Children\) Act 2012](#) (NSW) No. 51
- [Child Protection \(Working with Children\) Regulation 2013](#) (NSW)

Screening check name

Working with Children Check (WWCC)

Valid for

5 years

Who is required to obtain a check

- employees and volunteers aged 18 years or older working in child-related roles, where contact with children is a usual part of the work, and not just incidental
- adults who reside or stay regularly on the property of an authorised carer, home-based education and care service providers, family daycare service providers, potential adoptive parents, and heads (e.g. chief executive officers) of organisations captured by the Child Safe Scheme



31. When you reach the section **Where to apply** you will find a link to “How to apply” for a Working with Children Check in your state or territory. Follow the instructions provided on this ‘How to Apply’ link to obtain your Working with Children Check.

Worker and employer obligations

- Individuals are required to provide original, current proof-of-identity documents when applying or renewing their WWCC.
- Individuals are legally required to update their contact details within 3 months of changes being made.
- Employers operating within a child-related industry are required to [register online](#) with the NSW Office of the Children's Guardian (OCG).
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- Penalties may apply for non-compliance.

Who applies

Individuals are responsible for their own application for certification.

For more information

[Working with Children Check](#) – Office of the Children's Guardian

Where to apply

Online [How to apply for a WWCC](#) : Office of the Children's Guardian

32. It may take several weeks to receive your Working with Children Check depending on your state or territory. Once you have received your WWCC documentation, please follow the instructions in the section [Uploading your Working with Children Check information](#) of this document.

Support

If you experience any difficulties while completing the WWCC, please contact a CSIRO Education Officer.

Email: STEMprofessionalsinSchools@csiro.au