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Working With Children Check
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Verifying a Check

Once you have registered, you can log in and verify whether a worker is cleared to work with children, or has a valid application in progress for a Working With Children Check. For information about the registration process, see child-related employers or refer to the Information for employers. (482.3KB)

How to verify a worker

You MUST verify every worker using the online verification system. You cannot accept a confirmation letter as proof of clearance.

Log in as an employer, and choose *Verify a status* from the top menu. Enter the following details about each person you wish to verify:

- family name
- date of birth
- Working With Children Check number (or application number*)

*An application number may only be used for verification once the applicant has presented proof of identity to a NSW Motor Registry, RMS Agency, or Service NSW office (not your local Council). Find a location at www.service.nsw.gov.au/service-centre.

Once you have submitted this information, you will receive the result immediately.

Result	Meaning
Application in progress	Worker has completed the application process and may begin working with children. If he or she becomes barred, the employer will receive notification.
Cleared	Worker is cleared to work with children until their Working With Children Check expires (date shown in result).

Barred	Worker has been barred and cannot work with children, paid or unpaid. It is an offence to hire a barred worker for child-related work.
Interim bar	Worker has been barred and cannot work with children, paid or unpaid, pending the outcome of a risk assessment. It is an offence to hire a barred worker for child-related work.
Not found	<p>The database cannot find a matching result because the:</p> <ul style="list-style-type: none"> • data entered for online verification (name, date of birth and Working With Children Check number or application number) has errors • application has been withdrawn or terminated without an outcome • application process has not been completed <p>It is an offence to hire this worker for child-related work, paid or unpaid.</p>

Record keeping

The Children's Guardian will remind workers to renew their Check three

months before it expires, but employers must also keep records of the current Check status of child-related workers (including volunteers). These records must include the full name, Working With Children Check number, date of verification and Check expiry date of each child-related worker. This information may be audited.