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## Help to register and verify

### How to register

Even if you were registered under the previous system before 15 June 2013, you must register with the updated online Working With Children Check system.

Sole traders with no employees need to supply the Check number to any relevant client (such as parents) for them to verify.

The process to register your organisation is quick and simple:

- On the **Employer Registration** page
- Fill in online form. Enter your organisation's name, address and ABN.

- Nominate two people within your organisation who will be notified in the event a child-related worker becomes barred
- Click Submit.

## How to verify a worker or volunteer

Verifying is simply letting us know that a particular person who holds a Working With Children Check works for you. Doing this makes the link between the worker, employer and the OCG's continuous monitoring system and means we can tell you if a person becomes barred in the future.

You can use a person's application number once they have applied for a check (except in the education sector) and then verify again when they receive their clearance number.

You also need to do this when employees renew their Check after five years.

Verification **MUST** be done online and a record kept. These are legal requirements.

The process to verify a person online is quick and simple:

- On the Employer log in and verify page
- Enter in your organisation's username and password
- Select Verify Working With Children Check status tab
- Enter in a worker's family name, birth date, Working With Children

Check number or Application number and click, Verify. This will generate a short report indicating the person's status

These are the possible statuses, what they mean and guidance as to what actions you may or should take.

<b>Status</b>	<b>Meaning</b>	<b>Guidance</b>
<b>Application in progress</b>	<p>A Working With Children Check application is being processed.</p> <p>The applicant may work with children.</p> <p>If the applicant becomes barred or is not cleared to work with children, the Office of the Children's Guardian will contact you and advise you of what to do next</p>	<p>Verify their clearance once the employee receives their Working With Children Check number. Keep a record that you have verified the employee.</p>
<b>Cleared</b>	<p>This applicant has a Working With Children Check clearance that is valid until the listed expiry date in five years.</p>	<p>Keep a record that you have verified the employee</p>

Status	Meaning	Guidance
<p><b>Barred*</b></p>	<p>The applicant has been barred from working with children and it is an offence to engage this person in child-related work or in a child-related role.</p>	<p><b>Seek legal advice and check your work's policies but some options are:</b></p> <ul style="list-style-type: none"> <li>• transfer them to a non child-related role within the business (although you are under no legal obligation to find an alternative position for a barred worker)</li> <li>• suspend them from child-related work pending the outcome of an appeal (if this is an option)</li> <li>• dismiss the worker</li> </ul> <p>A barred person must not work with children.</p> <p>Keep a record of your actions.</p>

Status	Meaning	Guidance
<p><b>Interim barred</b></p>	<p>The applicant has been barred from working with children during the course of a risk assessment.</p> <p>It is an offence to engage this person in child-related work or child-related roles until if they are cleared.</p>	<p><b>Your options are:</b></p> <ul style="list-style-type: none"> <li>• suspend them from child-related work pending the outcome of an appeal (if this is an option)</li> <li>• transfer them to a non child-related role within the business</li> <li>• dismiss the worker</li> </ul> <p>A person with an interim bar must not work with children.</p> <p>Keep a record of your actions.</p>

Status	Meaning	Guidance
<b>Not found</b>	<p>The database cannot find a matching Working With Children Check for any one of these reasons:</p> <ul style="list-style-type: none"> <li>• The data entered for verification (name, date of birth and Working With Children Check number or application number) has errors</li> <li>• The person's application has been withdrawn or terminated without an outcome</li> <li>• The person has not completed an application for a Working With Children Check or their renewal (filled in/renewed the online form, presented proof of identity and paid any applicable fee).</li> </ul>	<p>You must not employ this person in child-related work.</p> <ul style="list-style-type: none"> <li>• Check the number or employee's details</li> <li>• Remind the worker that they must complete their Check application and provide either the APP number or clearance number</li> <li>• suspend them from child-related work until they have completed their application</li> <li>• transfer them to a non child-related role within the business until they provide their APP number</li> <li>• dismiss the worker if they do not make all</li> </ul>

<b>Status</b>	<b>Meaning</b>	<b>Guidance</b>
		<p>reasonable attempts to provide an application number or Working With Children Check number</p> <p>Keep a record of your actions.</p>

<b>Status</b>	<b>Meaning</b>	<b>Guidance</b>
<b>Expired</b>	The person's Working With Children Check has expired	<p>You must not employ this person in child-related work until they provide you with an Application number or Working With Children Check clearance number.</p> <ul style="list-style-type: none"> <li>• Check the number or employee's details</li> <li>• Remind the worker that they must complete their Check application and provide either the APP number or clearance number</li> <li>• suspend them from child-related work until they have completed their application</li> <li>• transfer them to a non child-related role within the business until they</li> </ul>



<b>Status</b>	<b>Meaning</b>	<b>Guidance</b>
		<p>provide their APP number</p> <ul style="list-style-type: none"><li>• dismiss the worker if they do not make all reasonable attempts to provide an application number or Working With Children Check number</li></ul> <p>Keep a record of your actions.</p>

<b>Status</b>	<b>Meaning</b>	<b>Guidance</b>
<b>Closed</b>	The person's application for a Check has been closed and is no longer being progressed.	<p>You must not employ this person in child-related work.</p> <p>They need to re-apply for a Working With Children Check and provide you with an Application number or Working With Children Check clearance number.</p> <p>There are many reasons for an application being closed. These range from duplicate applications (in which case the applicant will have an alternative number), the identification check at Service NSW was not done in time, other names were not disclosed, information was requested and not received, or there may have been a technical glitch.</p>

<b>Status</b>	<b>Meaning</b>	<b>Guidance</b>

PLEASE NOTE: The courts cannot order the re-employment of a person for child-related work if the person is barred from working with children. Damages or compensation are not payable to a worker who has been removed from child-related work because they are barred from working with children.