



Working With Children Check (WWCC)

<https://wwccheck.cyp.nsw.gov.au/Applicants/Application>

All Adults attending overnight Scouting activities (including parents and guardians) are required to obtain a Working With Children Check and complete an Application for Adult Helper Form (A2).


How to do I get a WWCC number?

Step 1 - Application

Go to this website:

<https://wwccheck.cyp.nsw.gov.au/Applicants/Application>

You will need to apply as a Volunteer (no charge) - Children or Other Bodies Providing Service to Children. The WWCC remains valid for 5 years.

 **PLEASE NOTE!** Details you provide in this section must match your proof of identity documents **EXACTLY**. If information differs, your proof of identity may not be accepted by the motor registry / Council Agency.

Personal details

Title *
--- Please select ---

First given name *

OR No first given name

Other given names *

OR No other given names

Family name *

Single name only

Gender *
 Female Male Other

Birth details

Date of birth *

Town *

Country *
Australia

State / Territory *
--- Please select ---

Purpose of check

Check purpose *
 Paid employee
 Self employed
 Volunteer, authorised carer, adult household member, student on a professional placement, prospective adoptive parent

Child related sector *
Clubs or other bodies providing services to children

Contact details

Either a mobile phone number or an email address is required for notification purposes. At least one contact phone number is required.

Mobile phone (Australian only)

Please make sure that before you start the application that you have your proof of identity - licence or passport etc. within easy reach. The application times out very fast, so if you get up to find a document, you will need to start again.

Step 2 - Confirmation of Identification

On submission you will be emailed a form. You will need to take this form and the document that you quoted in the form with you to RMS or Service NSW to confirm your identification.

Step 3 - Receive WWCC Document

You will receive an email with your WWCC number once your documents have been verified. This is normally done quite quickly, it all depends on the number of requests the Office of the Children's Guardian need to process.

Step 4 - Complete the Online A2 form at Scouts NSW

Once you have a WWCC you then need to complete the online Adult Helper Form (A2). This form cannot be processed with the WWCC number.

<https://www.nsw.scouts.com.au/for-parents/become-an-adult-helper/>

Our formation is 1st Ermington Scout Group. Once you click submit a copy of the form is sent to our Group Leader for endorsement. The endorsed copy is then automatically forwarded to Region Office. Scouts NSW will then start the process of validating the WWCC number.



Step 5 - Create a CareMonkey Profile/Update with WWCC number.

Once Scouts NSW has processed your A2 form you will be issued with a membership number and will receive a request to create a CareMonkey profile. If you have a profile that you are already using for school or another community group, then as long as your A2 application has the same name and email address then you can share this existing profile with us. If you have previously shared a profile with us, you may need to re-share this profile with us. Please also update your CareMonkey profile with your WWCC number and expiry.

<https://groups.caremonkey.com>