

biennaleofsydney

HELP SHEET - Working with Children Check for Volunteers

All Biennale of Sydney Volunteers require a *Working with Children Check*, as you most likely will be interacting with children while volunteering at the Biennale of Sydney.

Getting the check is easy and free for volunteers!

Volunteers who **do not have** a *Working with Children Check*, can follow these steps:

1. COMPLETE THE ONLINE FORM

- a. Go to <https://wwccheck.cyp.nsw.gov.au/Applicants/Application>
- b. Enter your details
- c. Under '*Purpose for check*' please select '*Volunteer, authorized carer, adult household member, student on professional placement, prospective adoptive parent*'
- d. Under '*Child-related sector*' please select '*Entertainment for children*'
- e. Once you submit the online form you will be emailed an **application number** (APP number). Please supply your application number to the Biennale of Sydney by emailing it to volunteer@biennaleofsydney.com.au
- f. If you do not have internet access you can call the Office of the Children's Guardian on 9286 7219 and staff will help complete the online form for you

2. SHOW YOUR IDENTIFICATION

- a. Go to your local Service NSW Centre or RMS Centre in person and bring the following documents with you:
 - i. The **email with your application number** (APP number)
 - ii. The **identification you entered in the online form**

**Search for your local service centre by visiting this website and entering your post code: <http://www.service.nsw.gov.au/service-centre>
- b. After your visit, your clearance number (WWC number) will be emailed to you (or posted if you do not have email).

Please allow **up to four weeks for your clearance to be processed and for your clearance number to be sent to you.

3. SEND YOUR CLEARANCE NUMBER TO THE BIENNALE OF SYDNEY

- a. As soon as you have received your clearance number (WWC number) please email volunteer@biennaleofsydney.com.au.

If you have any questions about the process, please email volunteer@biennaleofsydney.com.au or call Fasih Syed at 0402 267 396.



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