

Fact sheet 22

Volunteers

March 2014



The Working With Children Check applies to volunteers as well as paid workers. If you are over 18 and you volunteer in child-related work, you need a Working With Children Check (unless you qualify for an exemption – see information below).

For the purposes of a Working With Children Check, a volunteer is someone who does not receive payment for their work. If you receive any payment for your work (e.g. a stipend or per diem payment), you must apply for a Working With Children Check for paid workers. Reimbursement for out of pocket expenses does not constitute payment.

What is child-related work?

Only child-related workers are required to have a Working With Children Check. If you are not sure whether your work is child-related, refer to the [FACT SHEET: What is child-related work?](#) available on the website at www.check.kids.nsw.gov.au. Alternatively take our short, online quiz, [Do you need a Check?](#)



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Non child-related work

Part 2 of the *Child Protection (Working with Children) Regulation 2013* sets out specific examples of work that is NOT child-related:

- work as a student in the course of a student clinical placement in a hospital or other health service is not child-related work
- work as a referee, umpire, linesperson or otherwise as a sporting official or a groundsperson is not child-related work, if the work does not ordinarily involve contact with children for extended periods without other adults being present
- providing food or equipment at or for a sporting, cultural or other entertainment venue or providing a venue is not child-related work
- work in providing respite care or other support services primarily for children with a disability is child-related work; however, the work is not child-related work if the work does not ordinarily involve contact with children for extended periods without other adults being present.

Exemptions

Parents or close relatives of a child who volunteer:

- in activities for the child's school, early education service or other educational institution OR
- with a team, program or other activity in which their child usually participates or is a team member

- are exempt, **provided** the work is **not** part of a formal mentoring program and **does not** involve intimate personal care of children with a disability).

For a list of all exemptions, see the [FACT SHEET: Exemptions](#).

When to apply

All volunteers (including new volunteers) will be phased in to the new Check over the next five years, according to their industry sector. To find out when you will need to apply for the new Check, find your industry sector on the [FACT SHEET: Phase in schedule](#).

How to apply

To apply for a Working With Children Check, you must first fill in an [online application form](#), and then [present proof of your identity](#) at a NSW Motor Registry, Government Access Centre, or Service NSW office. Find a location at www.service.nsw.gov.au/service-centre. The application process is explained in detail in the [FACT SHEET: How to apply](#). Please allow up to **four weeks** for your results. See [FACT SHEET: When will I receive my results?](#)

What type work will the volunteer Check cover?

A volunteer Working With Children Check is free but it **only covers unpaid work**. Other child-related workers who are not required to pay a fee for a Working With Children Check include:

- students over 18 on a professional placement
- potential adoptive parents
- authorised carers
- adults who reside in the home of an authorised carer
- a home-based education and care service provider.
- a family day care service provider

If you perform any paid child-related work, you **MUST** apply for a Check for paid workers – even if the paid work is only for a few days. From your first day of paid, child-related work, you will have 30 days to upgrade your volunteer Check to a Check for paid workers.

How to upgrade your volunteer Check to a paid worker Check

You only need ONE Working With Children Check. If you volunteer and have a paid role working with children, the Check for paid workers will cover you for both. A Working With Children Check for paid workers costs \$80 for a five year clearance. The upgrade process is explained in detail in the [FACT SHEET: Changing from a volunteer to a paid worker](#).

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