

Important information for Parents from the Office of the Children's Guardian

People who work with my kids

Anyone who works face-to-face with your child must have a Working With Children Check clearance (or a completed application in progress), unless they qualify for an exemption. It does not matter whether they are paid, volunteering or self-employed.

This includes people that you may personally engage to work directly with your children, such as:

- au pairs and nannies (except privately arranged babysitting)
- tutors
- sporting coaches
- music teachers.

Verify clearances online

If you directly engage a person in child-related work, you need to verify their Working With Children Check number online before they commence work.

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

- Visit <https://www.kidsguardian.nsw.gov.au> (Parents section)
- Visit the **verification page for individuals**
- Enter your details in the form
- Enter in the workers family name, birth date, Working With Children Check number or Application number.
- Click the *Submit* button at the bottom-right of the page
- You will receive an email (or a letter if you do not provide an email address) with the status of that person's Working With Children Check (e.g. "Cleared", "Barred" or "Not found").
- Visit the **Employer Verification** page to see what each possible status means

Please note if a person is barred, interim barred or not found then you cannot engage them in child-related work.