

IF YOU HOLD A CURRENT WORKING WITH CHILDREN CLEARANCE

Please let us know if you already have a Working with Children Clearance (Ochre Card) or have an application in progress. You can upload a copy of your card by filling in the form on the following link:

[SUBMIT YOUR WWCC DETAILS HERE](#)

YOUR OBLIGATIONS

You must:

- By law, apply for a working with children clearance (WWCC), also called an Ochre Card, to work or volunteer with children in the Northern Territory (NT)
- monitor the currency of your Ochre Card to ensure that it remains current at all times while engaged in child related work;
- to advise SAFE NT that you are undertaking child-related activities with The Smith Family, if you have previously registered with another organisation
- notify Safe NT and The Smith Family no later than 21 days prior to the expiry date of your Ochre Card if you have not received a renewal or your Ochre Card or a Temporary Exemption
- immediately inform The Smith Family if there is a change that might affect your eligibility to work with children. For example:
 - your application for an Ochre Card is refused or will be delayed beyond the period for which a Temporary Exemption has been granted; or
 - your Ochre Card is revoked or the Screening Authority advises that it is considering revoking your Ochre Card; or
 - the Screening Authority imposes conditions on your Ochre Card or the Screening Authority advises that it is considering imposing conditions on your Ochre Card; or
 - a period of exemption from the requirement to hold an Ochre Card will expire in 14 days.

IF YOUR OCHRE CARD IS EXPIRED OR YOU NEED TO RENEW YOUR CARD

Renewal can only be completed once you have received your reminder letter. This will be sent to you by SAFE NT at least 2 months prior to your card's expiry.

Click on the following link: to renew online

[\(https://forms.pfes.nt.gov.au/safent/Login.aspx?ReturnUrl=%2fsafent%2fApply.aspx%3fApp%3dWWC%26Operation%3dRenewal&Operation=Renewal\)](https://forms.pfes.nt.gov.au/safent/Login.aspx?ReturnUrl=%2fsafent%2fApply.aspx%3fApp%3dWWC%26Operation%3dRenewal&Operation=Renewal)

Please apply to renew your Ochre Card in a timely manner to ensure that a renewal can be issued prior to the expiry date of your existing card.

APPLYING FOR A NEW OCHRE CARD

You can complete this simple online form on the NT Police SAFE NT Website. Click on the following link: <https://forms.pfes.nt.gov.au/safent/> to apply. As checks can take time to complete we encourage you to complete this well before your volunteering activity.

Note that there is a small fee associated with acquiring an Ochre Card which is to be covered by the volunteer.

You must complete the online application for a working with children clearance in one sitting, (you can't save your information and return to it.)

You will need all of the following ready:

- a debit or credit card - MasterCard or Visa only
- an email address
- an Australian residential and postal address
- scanned copies (in GIF, JPG, PDF, PNG or TIFF format) of your identity documents, a passport sized photo
- a completed volunteer concession form (see over the page) to be eligible for the reduced fee

Name of Organisation: The Smith Family

Contact Persons Position (Attention to): Volunteer Coordination Unit Manager

Postal Address: GPO Box 10500 Parramatta NSW 2124

Phone: 1300 397 730 **Email:** vcu.manager@thesmithfamily.com.au



Working With Children Clearance



Eligibility for Volunteer concession fee

In order to be eligible for the volunteer concession fee for a Working With Children Clearance, you are required to be certified by the organisation you volunteer for.

Please note, the Screening Authority may notify any person who engages you in child-related employment in a paid or voluntary capacity, if your Clearance Notice is revoked or subject to imposed conditions.

Please print this form out and have your volunteer organisation representative complete the details below. The signed document will then need to be scanned to a computer and uploaded when you apply for your Clearance Notice online.

Name of Applicant

Address of Applicant

This section to be completed by a Director or Manager of the volunteer organisation:

I certify that the Applicant named on this form engages in volunteer work the organisation named below and will receive no payment, benefit or financial gain from work they undertake.

I acknowledge that a penalty will apply under s187 of the *Care and Protection of Children Act*, should any person or organisation engage an individual who does not have a valid clearance notice, in child-related employment as a volunteer.

Name of Organisation

The Smith Family

Contact Name

Laura Ewen

Contact Title

Volunteer Coordination Unit Manager

Daytime Contact Number

1300 397 730

Signature

Date Signed

For assistance, please contact SAFE NT on **1800 723 368 (1800 SAFENT)** during business hours.