

- National Police Checks
- Working with Children Checks

Information about National Police Checks

All approved case managers (Lifetime Care) are now required to submit a National Police Check from within the past 5 years for verification by Lifetime Care.

This check will need to be repeated every 5 years and submitted to Lifetime Care for our records. If our records show your check is more than 5 years old, we may discontinue your approval to provide case management to participants.

This requirement applies to all private providers, regardless of the arrangements that you have with your employer.

There are many on-line businesses which offer a complete on-line Police Check service (ie includes on-line application, ID verification and notification for download of certificate). You can use the service of your choice, as long as it offers a verification service (most/all of them do, just double check for the provider you have selected before proceeding).

The time frame for receiving your certificate ranges from 1 hour after lodgement up to 2 business days if no difficulties are experienced.

A copy of the certificate is required by Lifetime Care, as this ensures we have the details required to complete verification.

Information about Working with Children Checks

All approved case managers (Lifetime Care) who have nominated to work with children (ie under 18 years as per Child Protection Act) are required to have a current Working With Children Check (WWCC) verified by Lifetime Care.

WWCCs are valid for a 5 year period. Case managers are responsible for renewing their WWCC prior to expiry and sending in the renewed certificate to Lifetime Care for verification. If our records show your certificate has expired we will need to ensure you are not delivering any services to participants under 18 years of age.

The WWCC does not have to be attached to your Terms of Approval renewal if you have submitted it to us previously. These two forms will be out of alignment for renewal because the WWCC is valid for 5 years, whereas Lifetime Care requires the Terms of Approval to be re-signed every 3 years.

Applications for a WWCC are available only through the Kids Guardian website:

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

Applications must be submitted at any Service NSW centre or Motor Registry where your ID will be verified.

You should receive your certificate within a few days, however it can take up to 4 weeks.

A copy of the certificate is required by Lifetime Care, as this ensures we have the details required to complete verification.