

Working with children clearance card application information

The following is to be read in conjunction with the [Working with children clearance – Ochre card policy and guidelines](#)

Introduction

The Department of Education and Training (department) is committed to safeguarding children and young people in all schools in the Northern Territory (NT); therefore, all department employees must have a current Working with children clearance (Ochre card).

As the department mandates the Ochre card for all new and existing employees, existing employees who do not have a current card will be required to apply and have the card by 1 April 2026, while any new employees were required to have their card by 1 January 2026.

All employees will be reimbursed the cost of their application fees for Ochre card issuance or renewal. Principals and directors will authorise reimbursement of these fees upon presentation of a receipt for payment made.

Exemptions

In cases where an Ochre card is pending and does not cover the entire employment duration, managers are authorised to seek temporary exemptions.

Exemptions are not available to employees, students, and providers in early childhood education and care settings.

Applications for exemptions should detail the measures the workplace intends to implement to mitigate risks during the exemption period.

Additionally, other persons performing work for the department may not require an Ochre card or an exemption, as their work is minor and they will not interact with or have access to child related activities. These may include, but not limited to:

- Plumbers who are performing minor works, for example in the tearoom, or staff toilets.
- Fire fighters, who are responding to a situation or checking the viability of fire extinguishers.
- Section 186 of the *Care and Protection of Children Act 2007* provides the following three exemptions to the requirement to have an Ochre Card. The individual must meet all of the criteria for the exemption type they fall within.
 - Parent - is engaged as a voluntary worker in a capacity other than for work requiring overnight stay, is a parent of at least one of the children with whom they may have contact with as such a worker, is working under the direct supervision of someone who holds a current clearance notice and is not required by the principal of the school to hold a clearance notice.
 - Under 15 - is less than 15 years of age.
 - Interstate resident - is not a resident of the NT, is engaged as a voluntary worker to perform child-related work and is so engaged for a total period that does not exceed the limit prescribed by the Care and Protection of Children (screening) Regulations 2010, 14 days within a 12-month period.

Situations must be assessed by the principal, on a case-by-case basis, always ensuring that the wellbeing of children is the paramount consideration.

These persons must be accompanied by a department worker who has a valid Ochre card at all times.

Applying online

All employees must adhere to the Ochre card policy and guidelines and have the responsibility to ensure the ongoing currency of their Ochre card at all times.

Failure to comply may result in disciplinary action.

To ensure compliance and record management all employees must include their AGS number or numbers in their application.

All applications are through the [SAFE NT online services](#) page.

Applications

- Apply for a new Ochre card.
- Renew an existing card.
- Check the progress of an Ochre card application.
- Pay an unpaid application.
- Change personal or contact details, for example add an AGS number.
- Request a replacement card.
- Check the validity of a card number.

Reporting

Personnel Information and Payroll System (PIPS) is the repository for current employee Ochre cards, although Ci Anywhere is utilised within schools to record and monitor school representative employees and other school staff. CI Anywhere allows the workplace a collective overview of their employees Ochre card status.

Ochre card details of employees working in regulated preschools, are recorded in the National Early Childhood Worker Register.

Managers and principals must ensure employees Ochre card details are current and their AGS number is included, in any application that is made through SAFE NT.

If there is no AGS number included in applications, the applicants' details will match in PIPS, based on the following to allow correct and up to date reporting within Workforce dashboards:

- Surname
- First names
- Initials
- Date of birth
- Gender

Workforce Dashboards is a self-service tool for managers and executives to oversee their workforce data.

Further information

For any [queries](#), please email deworkforce.assist@education.nt.gov.au

Access to Workforce Dashboards is via [NTG Central Online systems](#)