

WORKING WITH CHILDREN CHECK

POLICY FOR MEMBER ZONES & CLUBS



COMPULSORY REQUIREMENTS

This policy has been constructed by Northern NSW Football for its Member Zones & Clubs; its contents are legislated under law via the [Child Protection \(Working With Children\) Act 2012](#). Failure to comply with this policy may have legal ramifications for your club.

Further to this, to ensure your compliance, adherence to this policy grants your club access to the Northern NSW Football Certificate of Currency (CoC). A CoC is a document issued by an insurer to show that your club is covered for Public Liability. To obtain the CoC please complete the [NNSWF CoC Application](#).

THE NSW WORKING WITH CHILDREN CHECK (WWCC)

A Working with Children Check is a legal requirement for people who are engaged in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct. The result of a Working with Children Check is either a clearance to work with children for a period of five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring and relevant new records can lead to a clearance being revoked.

All Northern NSW Football Member Zones & Clubs are required by law to:

1. Obtain a Working with Children Check from their volunteers /paid workers engaged in a child related role. (unless they fall under an exemption).
2. Verify the provided WWCC / APP (application number) online using the Office of the Children's Guardian online portal.
3. Keep a record of the results of WWCC verifications.

Before engaging a volunteer or paid worker in any child-related work, Member Zones and Clubs must ensure the volunteer /paid worker is registered in the National Registration System and has a clearance to work with children, or that a completed WWCC application is in progress.

It is against the law to engage an individual in any child related work until the zone or club has verified the individual online using their WWCC or APP Number and their status is a clearance to work with children (unless they fall under an exemption).

MEMBER PROTECTION INFORMATION OFFICERS

It is a mandatory requirement for all Northern NSW Football Member Zones & Clubs to appoint a Member Protection Information Officer (MPIO). The MPIO is responsible for providing information about a person's rights, responsibilities and options to an individual making a complaint or raising a concern, as well as information support during the process. The MPIO should be aware of Football Australia's [Member Protection Framework](#) and have a good understanding of the WWCC policy, guidelines & child safe practices. This individual may also undertake all WWCC verifications and play a key role in promoting a child safe culture at the club. For more information on the MPIO please visit <https://www.playbytherules.net.au/mpio>.

CLUB WWCC REQUIREMENTS

1. Register all participants in Playfootball.
2. Register your club for verifying WWCC's on the [Office of Children's Guardian](#) website.
3. Compile a spreadsheet of all workers and volunteers who are engaged in child-related roles at your club. All volunteers and paid workers in these child-related roles will require a WWCC. Volunteers approved to claim an exemption will also be recorded on the club's record keeping [WWCC spreadsheet](#).
4. Examples of Child related roles in football are coach, manager, trainer, physio, technical director, youth coordinator, committee member, MPIO, chaperone, any other role which has contact with children under 18.
5. Notify all volunteers /paid workers in child related roles that they must provide their WWCC Number to your Club Member Protection Information Officer/ WWCC contact along with their DOB and Last Name.
 - If they do not hold a WWCC number, they must apply for a WWCC at <https://ocg.nsw.gov.au> and provide it to your Club's Member Protection Information Officer/ WWCC contact.
 - Volunteers /paid workers cannot work with children until their WWCC Number has been verified by the club or their APP number (Application Number) is verified and it is confirmed that their application is in progress.
6. Verify all WWCC Numbers on-line and keep a record of all verifications. Once this step is complete you are able to engage volunteers /paid workers in a child related role.
7. Remove any barred workers from child-related roles within your club immediately.

Northern NSW Football supports clubs who wish to implement a WWCC policy requiring all volunteers at their club to obtain and provide their WWCC regardless of the exemptions.

All Match Officials 18 and over in Northern NSW Football must be registered in the National Registration System and provide a paid WWCC to be engaged to officiate in football matches.

EXEMPTIONS

Not all volunteers will need to supply a WWCC number to be engaged in child-related work at your club. Some may fall under an exemption: All clubs must ensure exempt volunteers are recorded on the club's spreadsheet with exemption reason.

Exemptions include:

- Under 18's
- Visiting NSW for a short time
- Parents and close relatives volunteering at their children's usual school and extra-curricular activities. There are three specific instances when close relatives DO need a check when they are volunteering at school or activities:
 1. Providing personal care for a child with a disability
 2. Participating in a formal mentoring program
 3. At an overnight camp for kids

Note: There are NO EXEMPTIONS for people in a paid position working with children.

For guidance on who needs a check or possible exemptions [click here](#).

