

# WORKING WITH CHILDREN CHECK



## GUIDELINES FOR MEMBER CLUBS

### COMPULSORY REQUIREMENTS

The Working with Children Check (WWCC) is a NSW State Government mandatory requirement that is 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. All clubs with members aged under 18 years of age must be fully compliant with the Working with Children Check legislation.

These guidelines provide NNSWF Member Clubs with general information about the WWCC requirements. Refer to the official Office of the Children's Guardian (OCG) WWCC Employer Guidelines for more detailed compliance information or [click here](#)

### AUDITS FOR COMPLIANCE HAVE COMMENCED

The NSW Office of the Children's Guardian has commenced auditing NSW football clubs for compliance. Non-compliance with the legislation can result in fines of up to \$11,000 for clubs and individuals. To help identify any gaps in compliance that need action [download the WWCC Checklist](#)

### WWCC CLUB REQUIREMENTS

1. Appoint a club official to coordinate and manage WWCC Check processes and procedures at your club.
2. Register your club with <https://www.kidsguardian.nsw.gov.au>
3. Maintain a spreadsheet of all child related roles at your club. Identify and record the people who fill each role as they will require a WWCC OR need to apply to the club for an exemption.  
Child related roles in football are:
  - All paid roles that involve working with children (aged under 18)
  - Volunteers – e.g. coach, manager, trainer, physio, technical director, MiniRoos/youth coordinator, committee member, MPIO, tour chaperone, any other role with children u18 (*unless exempt*).
  - All Member Clubs within Northern NSW are required to appoint a Member Protection Information Officer (MPIO). The MPIO must register on Playfootball and submit a WWCC to the club for verification.
4. Include approved exempt volunteers on the club WWCC spreadsheet.
5. Notify all employees and volunteers in child related roles that they must provide their WWCC Number to the club along with their DOB and Last Name prior to commencing duties.
  - Those who do not have a WWCC number can apply at <https://www.kidsguardian.nsw.gov.au> and provide it to your Club's WWCC officer.
  - Employees and volunteers cannot work with children unless 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 record the expiry dates on the club's spreadsheet. Once this step is complete you are able to engage the worker in a child related role.
7. Remove any barred workers from child related roles at your club immediately.

### WWCC PROCEDURE FOR CLUBS

#### HOW TO REGISTER YOUR CLUB

- Register at [kidsguardian.nsw.gov.au](http://kidsguardian.nsw.gov.au)
- Select the sector '*clubs and other bodies providing services for children*'.
- Create a Username and Password for your organisation & keep this on file.
- Start verifying.

## HOW TO VERIFY A WWCC NUMBER

- Go to [kidsguardian.nsw.gov.au](http://kidsguardian.nsw.gov.au)
- Select the *Employer Log In and Verify* tab.
- Log in using your club Username and Password
- Enter the worker's Surname, Date of Birth and WWCC Number and select Verify.
- You should then receive a clearance or result message.
- Print the clearance page and keep it on file and enter the information in your Verifications Records.

## HOW TO KEEP A RECORD OF WWCC VERIFICATIONS

- Open the provided club verification template and save [WWCC Verification Database – Club Use](#)
- List the names of all of your employees and volunteers in child related roles in this document
- Start recording and saving the details of all worker's WWCC Verifications in the document.
- Your WWCC Verifications document must be maintained for auditing purposes.

## WWCC EXEMPTIONS

Exemptions include:

- Under 18's
- Visiting NSW for a short time
- 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

[More information about exemptions](#)

## WHAT DO EXEMPT WORKERS AND VOLUNTEERS SIGN?

Exempt persons must:

- Complete a [Northern NSW Football Member Protection Declaration \(MPD\)](#)
- Provide their Member Protection Declaration to their Club.

## WHAT IF SOMEONE HAS LOST THEIR WWCC NUMBER?

Employees and volunteers can retrieve their WWCC Number on-line at the [NSW Kids Guardian website](#)

## REMOVAL OF BARRED WORKERS/ VOLUNTEERS

The WWCC is valid for five years and during this time, cleared applicants will be subject to ongoing monitoring. If a relevant new record appears it may lead to the worker becoming barred before the Check's five year expiry date. If this happens, the club will be notified using information supplied during the online verification process. If the club has not verified the worker online, the OCG may not be able to notify immediately if that worker is barred. If the OCG sends a letter advising the Club that a current employee or volunteer has become barred (or has an interim bar) they must immediately remove them from child-related work. It does not matter whether they are paid or unpaid; supervised or unsupervised.

The Club has the option to:

- Dismiss the worker
- Suspend them from child-related work pending the outcome of an appeal; or
- Transfer them to a non child-related role within the club (although they are under no legal obligation to find an alternative position for a barred worker).

## IMPORTANT

**Just obtaining WWCC numbers from your workers does not make your club compliant with the WWCC. To be compliant clubs MUST also verify WWCC numbers online and keep a record of all verifications.**

## CHILD SAFE CLUBS

Compliance with the WWCC and having a child safe club and culture is integral to providing a safe and enjoyable sport environment for children. For information about being a [child safe club click here](#)

## FREQUENTLY ASKED QUESTIONS

### WHO REQUIRES A WWCC?

- All paid persons who work with children under 18 years
- All volunteers who work with children under 18 years, unless exempt
- Volunteer coaches, managers, trainers, physios, technical directors, youth co-ordinators, Committee members, MPIOs, tour chaperones, tour directors, referee coaches, referee mentors, referee assessors and any other role which involves supervising or working with children aged under 18 years.
- Persons who mentor children under 18 years.

### WHAT IS PAID?

Any payment, honorarium, lump sum, out of pocket expenses including in cash or kind such as discounted player fees. It is not payment where reimbursement is paid and a receipt for expenses is provided.

### REFUSAL TO PROVIDE A WWCC

If someone refuses to provide their WWCC Number to your club, they cannot work or volunteer with children.

### WHERE DO PEOPLE APPLY FOR A WWCC CHECK?

Applications are completed online at [kidsguardian.nsw.gov.au](http://kidsguardian.nsw.gov.au)

### WWCC NUMBERS

Numbers for paid workers ending in an 'E' can be used for paid and volunteer roles.  
Numbers for volunteer workers ending in a 'V' can only be used for volunteer roles.

## WWC INFORMATION & TRAINING

[Factsheets & Resources](#)

[On-line E-Learning](#)

[Child Safe Organisations training](#) for your association and clubs.

## ASSISTANCE

### NSW Office of the Children's Guardian

Phone: 02 8219 3777

Website: [kidsguardian.nsw.gov.au](http://kidsguardian.nsw.gov.au)

### NORTHERN NSW FOOTBALL

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