

# WORKING WITH CHILDREN CHECK

## GUIDELINES FOR MEMBER CLUBS



NORTHERN NSW  
FOOTBALL

### 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.

These guidelines provide NNSWF Member Clubs with general information about the WWCC requirements. Refer to the official Office of the Children Guardian (OCG) WWCC Employer Guidelines for more detailed compliance information [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 can result in Government fines of \$11,000 for clubs and individuals. To assess your Clubs level of compliance [click here](#).

### CLUB WWCC REQUIREMENTS

1. Appoint a Working With Children Check Coordinator to manage the WWCC processes and procedures at your club. This individual should be one of the contacts supplied by the club to the Office of the Children's Guardian when registering the clubs WWCC portal.
2. Register your club for the WWCC at <https://www.kidsguardian.nsw.gov.au>
3. Compile a spreadsheet of all employees 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.  
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 u18 (*unless exempt*).
4. Compile a spreadsheet of club roles and individuals who are exempt from the WWCC including specific reasons for exemption.
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://www.kidsguardian.nsw.gov.au> and provide it to your Club Member Protection Information Officer/ WWCC contact.
  - Volunteers /paid workers cannot work with children unless their WWCC Number has been verified by the club or their APP number (Application Number) is verified and is confirmed that their Application is in progress.
6. Create a verification spreadsheet. This spreadsheet should include the volunteers /paid workers details, role within the club, WWCC Number, WWCC status and revalidation date - [WWCC Verification Database – Club Use](#)
7. 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.
8. Remove any bared 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 number regardless of the exemptions.**

# 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 individual volunteers and/or employees engaged by your club.

## 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 kept updated for auditing purposes.

## WWC EXEMPTIONS

Exemptions in sport may include:

- Persons under 18 years of age
- Referees (who only referee games)
- Volunteer parents who coach or manage their own child's team
- Volunteers who only coach or manage a close relative's team
- Canteen managers, canteen workers, caterers
- Grounds persons

[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 MPD to their Club
- Instead of a listing a WWC Number in your verifications record for these workers, list MPD in your so you know you have an MPD form on file for exempt persons.

## WHAT IF SOMEONE HAS LOST THEIR WWCC NUMBER?

- Employees and volunteers can retrieve their WWC 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 a 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.

### WWCC EXEMPTIONS

- Volunteer coach or manager of your own child's or close relative's team
- Persons under 18 years of age
- Referees who only referee matches
- Canteen managers, workers and caterers
- Grounds persons
- Guest presenters or speakers attending an event for a one-off presentation

### 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 WWC

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

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

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

### WWC 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](#) and [On-line WWC Tutorials](#)

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

## ASSISTANCE

### NSW Office of the Children's Guardian

Phone: 02 9286 7219

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

### NORTHERN NSW FOOTBALL

Contact: Nyssa Suchanow

Phone: 02 4941 7206 M: 0403 610 345

Email: [nsuchanow@northernnswfootball.com.au](mailto:nsuchanow@northernnswfootball.com.au)

Website: [www.northernnswfootball.com.au](http://www.northernnswfootball.com.au)