

# WORKING WITH CHILDREN CHECK

## POLICY FOR MEMBER CLUBS



### COMPULSORY REQUIREMENTS

This policy has been constructed by Northern NSW Football for its Member 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. A Certificate of Currency is a document issued by an insurer to show that your club is covered for Public Liability.

To obtain the Certificate of Currency your club's Working With Children Check Coordinator will be required to complete the [NNSWF Online WWCC Declaration Checklist](#). Once completed your club will be provided with Northern NSW Football's Certificate of Currency.

### 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 clubs are required by law to:

1. Obtain a Working With Children Check from their volunteers /paid workers (unless they fall under an exemption);
2. Verify the provided WWCC numbers online using the Office of the Children's Guardian online portal; and
3. Keep a record of the results of volunteers /paid workers WWCC verifications.

Before engaging a volunteer or paid worker in any child-related work, Member Clubs must ensure the volunteer /paid worker 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 unless the 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).**

### 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.**

## EXEMPTIONS

Not all volunteers will need to supply a WWCC number to be engaged in work at your club, some may fall under an exemption: Northern NSW Football encourages all clubs to ensure exempt workers complete a Member Protection Declaration form found [here](#).

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

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

For a full guide to these exemptions [click here](#).

## MEMBER PROTECTION OFFICERS

While not specifically part of the WWCC legislation, from 2017 onwards it is a mandatory requirement for all Northern NSW Football Member Clubs and Zones to appoint and register a Member Protection Information Officer (MPIO).

The MPIO should also take on the position of Working With Children Check Coordinator for their club.

They should have a good understanding of the WWCC policy, guidelines & child safe practices. This individual should 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>

[CLICK HERE TO ACCESS YOUR CLUBS CERTIFICATE OF CURRENCY](#)