

WORKING WITH CHILDREN CHECK

GUIDELINES FOR COACHES, MANAGERS, VOLUNTEERS & EMPLOYEES



COMPULSORY REQUIREMENTS

WORKING WITH CHILDREN CHECK

Individuals who work or volunteer with children (u18) must hold a WWCC Number and provide their WWCC Number to their club. This is a compulsory requirement legislated under law.

WHO NEEDS A WWCC NUMBER?

Persons in child related roles are required to have a WWCC Number, these include:

- All paid roles that involve supervising or working with children aged under 18; and
- Volunteer coaches, managers, trainers, technical directors, youth coordinators, committee members, MPIOs, tour chaperones, referee coaches, referee mentors and any other role with children u18 unless exempt. Refer to Exemptions listed overleaf.

➤ IF YOU ALREADY HAVE A WWCC NUMBER

Provide your WWCC Number to your club, along with your D.O.B and last name.

Your club will then verify your WWCC Number on line and keep a record of the verification.

➤ IF YOU DO NOT HAVE A WWCC NUMBER

You must apply for a WWCC and obtain a WWCC Number (*unless exempt – see below*)

TO APPLY FOR A WWC CHECK AND OBTAIN A WWC NUMBER

1. Complete a WWCC application form on-line & receive an APP (Application) Number.
2. Take the APP number, proof of ID and \$80 (paid persons only) to a NSW Service Centre (Motor Registry).
Volunteers do not pay a fee. The WWC Check is free for volunteers.
3. The NSW Service Centre will issue a receipt.
4. The applicant should receive their WWCC Number by email within approximately 7-10 days.
5. The applicant provides their WWCC Number to their club.

[CLICK HERE TO APPLY FOR A WWC CHECK OR RETRIEVE A LOST WWC NUMBER](#)

EXEMPTIONS

The following are not required to apply for a WWCC Check or provide a WWC Number. Note: There are NO EXEMPTIONS for persons in a paid position working with children.

- Persons under 18 years of age
- Volunteer parents who only coach or manage their own child's team
- A volunteer who only coaches or manages a close relative's team
- Canteen workers and caterers
- Referees (who only referee games)
- Grounds persons

Some clubs may have a policy which requires all volunteers to provide their WWCC Number regardless of if they fall under an are exemption. Northern NSW Football supports clubs who have this policy in place.

Definition:

A close relative is defined *as a spouse or de facto partner of the person; or a child, step-child, sibling, step-sibling, parent, step-parents, grandparent, step-grandparent, aunt, uncle, niece or nephew of the person.*

EXEMPT PERSONS

Exempt persons must complete a [NNSWF Member Protection Declaration](#) and provide it to their club. This can be provided to you by your club.

CHILD SAFE AT YOUR CLUB

The WWCC is only one aspect of ensuring child safety in sports clubs. Displaying and encouraging positive behaviours, compliance with the codes of conduct, having child safe practices and keeping child safety and welfare at the forefront of working with children and club management are all vital to providing a safe and enjoyable sport environment for children. [For more information about Child Safe click here](#)

MORE INFORMATION

NSW Office of the Children's Guardian

Website: www.kidsguardian.nsw.gov.au

Phone: 02 8219 3600