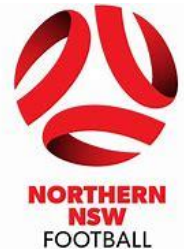


WORKING WITH CHILDREN CHECK

GUIDELINES FOR COACHES, MANAGERS, VOLUNTEERS & EMPLOYEES



COMPULSORY REQUIREMENTS

WORKING WITH CHILDREN CHECK

Individuals who work or volunteer with children under 18 years of age must hold a valid Working With Children Check (WWCC) Number and provide their WWCC Number to their club for verification. This is a compulsory requirement legislated under law [Child Protection \(Working With Children\) Act 2012](#), failure to comply the WWCC may have legal ramifications for your club.

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 are unsure if you require a WWCC you can complete the Do I Need a WWCC form.

[Do-i-Need-a-Working-with-Children-Check-Club-Use.pdf \(northernnswfootball.com.au\)](#)

➤ 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 online and keep a record of the verification. Verification needs to be completed with each employer. WWCC's last for 5 years. Renewal can be completed up to 3 months prior to expiry.

➤ 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 WWCC 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 Gov. Service Centre (Motor Registry). Please follow this link to find you nearest NSW Service centre.
[Find a Service NSW location | Service NSW](#)
3. Volunteers do not pay a fee. The WWC Check is free for volunteers.
4. The applicant should receive their WWCC Number by email within approximately 7-10 days.
5. The applicant provides their WWCC Number, DOB and last name to their club for verification.
6. Applicant can reuse the WWCC number with other employers and will not need to renew WWCC number for 5 years.

[Working with Children Check - NSW Office of the Children's Guardian](#)

IF YOU HAVE LOST YOUR WWCC NUMBER

You can retrieve your WWCC Number on-line at the [NSW Working with Children Check](#)

EXEMPTIONS

The following are not required to apply for a WWCC Check or provide a WWCC 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

[Who needs a Working with Children Check - NSW Office of the Children's Guardian](#)

Some clubs may have a policy which requires all volunteers to provide their WWCC Number regardless of if they fall under an 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. Found here [Member-Protection-Declaration-Club-Use.pdf \(northernnswfootball.com.au\)](#)

CHILD SAFETY 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. [Training and resources - NSW Office of the Children's Guardian](#)

Contact your club's committee or WWCC co-ordinator with further enquiries.

NSW Office of the Children's Guardian

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