

# WORKING WITH CHILDREN CHECK

## GUIDELINES FOR CLUBS, ASSOCIATIONS & REFEREE BRANCHES



### COMPULSORY REQUIREMENT

The Working with Children Check (**WWCC**) is a NSW State Government mandatory requirement. All clubs, associations, branches, centres and referee branches must be compliant with the WWCC and all relevant FNSW Working with Children Check policies.

### WWCC Requirements for Clubs, Associations, Branches, Centres and Referee Branches

1. Appoint a suitable person to manage the WWCC within your organisation.
2. Ensure that your organisation is registered as an employer for the WWCC. (*Ref: Guidance Note 1 on P2*)
3. Identify all child related roles within your organisation as people in these roles will require a WWCC.  
Child related roles in football are:
  - All paid roles that involve working with children under 18 years of age; and
  - All coaches, managers, referees, trainers, physiotherapists, technical directors, youth coordinators, committee members, MPIOs, tour chaperones and any other roles working or volunteering with children under 18 years of age (*unless exempt*).
4. Determine who is exempt (*Ref: Guidance Note 4 on P2*) but please note the new FNSW Working with Children Check Policy (discussed below).
5. Notify all persons in child related roles that they must apply for a WWCC and provide their WWC Number to your organisation.
6. Create a verification spreadsheet for your organisation (*Ref: Guidance Note 3*) and:
  - List the names of all persons working and volunteering with children; and
  - Enter the details and WWC Number next to the name of each person.
7. Verify WWC Numbers on-line and record the verification details in the Verification Records Spreadsheet. (*Ref: Guidance Note 2*)

### New FNSW Working with Children Check Policy

In the interests of promoting child safety within the sport of Football, the Board of FNSW has implemented a new WWCC policy which will expand the categories of individuals requiring the NSW Government's WWCC.

From 2018 and onwards, it is a requirement of FNSW that all coaches, managers, technical directors and other persons in child related roles working or volunteering with children under 18 years obtain a WWCC and provide their club, association, branch or centre with a valid WWC Number. Further, all Referees are now required to obtain a WWCC and provide their referee branch with a valid WWC Number.

The main elements of the new policy are:

1. Volunteer parents or close relatives coaching or managing their own child's or a close relative's team **will now require a WWC Number** to coach or manage in Season 2018; and

2. **All Referees** (except those aged under 18 years of age) **will now require a WWC Number by 30 June 2018**. Paid referees will require a paid WWCC. Volunteer referees will require a volunteer WWCC. Please note that the NSW Office of the Children's Guardian (**OCG**) advises that paid work includes any form of remuneration such as allowances, gift vouchers or other forms of payment.

[View the new FNSW Working with Children Check Policy](#)

## WWC Guidance Notes

### 1. Register your Organisation

- Register as an employer on the [Working with Children Check website](#).
- Complete the registration.
- During the registration process select the sector '*clubs and other bodies providing services for children*'.
- Create a Username and Password for your organisation, keep this on file and ensure other Committee members are aware of it in the event of staff movement.
- Once you have completed the registration application, you can start verifying WWC Numbers on-line.

### 2. How to verify a WWC Number

- Go to the [Working with Children Check website](#).
- Select the *Employer Log In and Verify* tab.
- Log in using your Username and Password.
- Enter the worker's Surname, Date of Birth and WWC Number and select Verify.
- You should then receive a clearance or result message.
- Enter the details of the verification in your Verification Records Spreadsheet.

#### Verification Tips:

- To be compliant, organisations **MUST** verify WWC Numbers and keep a record of all verifications.
- If you have more than one WWC Number to verify, select the ADD button to add as many additional verification fields as you require.
- If the result of a verification returns a NOT FOUND result status, check that the Surname, Date of Birth and WWC Number you have been given are correct.
- You must enter the same surname the applicant used when completing their WWCC application. E.g. if a person applied under the surname 'Brown-Chambers' but only provided you with the surname 'Brown', then you must enter Brown-Chambers in the Surname field when verifying.
- If you have checked all details and the verification still returns a NOT FOUND result, then this could indicate that the applicant may not have attended a NSW Service Centre to finalise their application.

### 3. How to create a Verification Records spreadsheet

- Open the [FNSW Verification Record template](#) and save to your computer.
- List the names of all of your paid and volunteer workers in child related roles in this document (or, in the case of Referees, list all Referees).
- Start recording and saving the details of all workers' WWCC Verifications in the spreadsheet.
- Your WWCC Verifications Spreadsheet must be kept updated at all times for auditing purposes.

### 4. WWCC Exemptions

The following exemptions apply within FNSW:

- Persons under 18 years of age;
- Grounds persons;
- Guest presenters or speakers for a one-off presentation; and
- Persons who work or volunteer with children visiting NSW from another State to attend an event where the work in NSW will be for no more than 30 days in a calendar year.

## 5. Member Protection Declaration for Exempt Persons

The NSW Member Protection Declaration (MPD) forms part of the registration terms and conditions when participants register on MyFootballClub (MFC). It is essential that all participants are registered on MFC and that they self-register.

## 6. What if someone has lost their WWC Number?

WWC Numbers can be retrieved by going to [Find My WWC Number](#).

## Frequently Asked Questions

### Q1. Where to apply for a WWCC and WWC Number?

To apply visit the [NSW Service Centre website](#).

### Q2: Who requires a WWC Number?

For the 2018 season and beyond, the following participants are required to obtain a WWCC and provide their WWC Number to their club, association, branch, centre or referee branch:

- All paid persons working with children under 18 years of age;
- All coaches, managers working in a paid or volunteer role with children under 18 years;
- All technical directors working in a paid or volunteer role with children under 18 years;
- All referees (except those under 18 years of age);
- All committee members of organisations with participants aged under 18 years of age;
- All Member Protection Information Officers ; and
- Persons in any other child related roles not listed unless exempt.

### Q3: Paid or Volunteer Working with Children Check?

Persons working in a paid capacity or self-employed must apply for PAID WWCC. Paid work includes any form of remuneration such as allowances, gift vouchers or other forms of payment.

A paid WWCC is valid for both paid and volunteer work.

A volunteer WWCC is valid for volunteer work only.

### Q4: How much does a WWCC cost?

- A paid WWCC costs \$80 and is valid for five years.
- A volunteer WWCC is free

The \$80 fee is paid at a NSW Service Centre when providing proof of identification for the WWCC application. There is no fee payable for a volunteer WWCC, however applicants must still attend a NSW Service Centre to provide proof of identification to complete the application process.

### Q5: How long does a WWC Number last?

A WWC Number lasts five years.

### Q6: Why do WWCC applicants have to attend a NSW Service Centre?

WWCC applications are completed on line. All applicants must then attend a NSW Service Centre to show proof of identification and to complete the application process. For a paid WWCC, the applicant is also required to pay \$80 at the NSW Service Centre.

### Q7: When will I receive my WWC Number?

Applicants usually receive their WWC Number by email within approximately 7 – 10 days after completing the application process at a NSW Service Centre. Some applications can take longer. If clarification of any details is required, the OCG will contact the applicant directly.

**Q8. What does a WWC Number look like?**

- Paid position: WWC123456E
- Volunteer position: WWC1234567V

**Q9: Can a Volunteer WWC Number be used for a Paid role?**

A WWC Number that ends in 'V' cannot be used for a paid role. A volunteer WWC Number can be changed to a paid WWC Number by [completing a Change of Details request on-line](#) and then attending a NSW Service Centre to provide proof of identification and pay the \$80 fee.

**Q10. Can a Paid WWC Number be used for a Volunteer role?**

A paid WWC Number that ends in an 'E' can be used for both paid and volunteer positions.

**Q11: What if someone in child related work refuses to provide their WWC Number?**

Having a WWCC clearance to work or volunteer in a child related role is a key component to providing a safe sport environment for all children. Unfortunately, where a person is unable to satisfy the requirements of the WWCC or the FNSW WWCC Policy, they cannot work or volunteer in a child related role within FNSW with children under 18 years. In the case of referees, they cannot work or volunteer as referees at all.

**Q12: Why are Referees who are paid required to obtain a Paid WWC Number?**

Any form of remuneration in return for the provision of services is deemed to be paid. Paid work includes any form of remuneration such as allowances, gift vouchers or other forms of payment. Most referees will be required to obtain a paid WWCC as most receive payment for their refereeing services. The requirement to obtain a paid WWCC still applies even if a referee claims his or her payments as a hobby using a hobby declaration form. If referee payments are declared by the individual as taxable income, the cost of the WWCC may be tax deductible but the referee must obtain his own taxation advice in this regard.

## Club Websites

Clubs are requested to provide the following link to the WWCC Application on their website:

<https://www.service.nsw.gov.au/transaction/apply-working-children-check>

## 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 child safe club information [visit the NSW Office of the Children's Guardian Child safe webpage.](#)

## Member Protection Information Officers

It is a mandatory requirement of FNSW that all clubs and associations have a Member Protection Information Officer (**MPIO**). The MPIO should have a good understanding of the WWCC and child safe practices and plays a key role in promoting a child safe culture at your club.

For MPIO information [visit the FNSW MPIO webpage.](#)

## Additional WWCC Information

Visit the [FNSW Working with Children Check website.](#)