

# SPORT, CLUBS AND COACHES

## THE WORKING WITH CHILDREN CHECK



Every year, more than half a million children across NSW participate in sport with the support of thousands of dedicated volunteers and paid staff.

Since June 2013 people seeking to work or volunteer with children under 18 years in NSW have been required to have a Working With Children Check (WWCC).

Employers, including sports clubs and associations, are also required to verify all WWCCs through the new online system.

However there are a number of **important exemptions** from the WWCC requirement, including for volunteer parents or other close relatives of the child.

This guide will help you and your club to:

- » understand who needs to obtain a Working With Children Check
- » prepare your processes for the sports sector phase-in period from the 1 April 2015
- » manage your resources by requesting and verifying WWCC authority numbers **only** from those people required to have a WWCC.





## Your club needs to Identify, Notify, Register and Verify!

**Identify** the roles in your organisation that need a WWCC.

To help you with this process a template that can be adapted to your Club's needs is available at [www.kidsguardian.nsw.gov.au/childsafesports](http://www.kidsguardian.nsw.gov.au/childsafesports)

All new employees in the identified roles will need to obtain a WWCC before they start work.

**Notify** existing paid workers and volunteers (who are not exempt) they need to provide you with a WWC number or their application (APP) number **from 1 April 2015**.

**Register** your club online as an employer in child-related work if it has participants younger than 18.

To register go to [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check)

**Verify** the status of each WWC or APP number, keeping a record of each verification result and ensuring all applications have been finalised **by 31 March 2016**.

**You will need these records if you are audited by the Office of the Children's Guardian.**

## Remember!

As part of your regular HR activities, regularly check the status of those people in your club who are required to obtain a WWCC.

The WWCC is valid for five years but a clearance to work or volunteer with children can be changed to a bar as a result of new records or notifications.

Only by registering and verifying the person online can we inform you that a WWC clearance has changed to a bar.



## What is a Working With Children Check?

The Working With Children Check provides a unique number (the WWCC number) to a person who has been cleared to work with children.

The WWCC application process involves a national police check and a review of findings of workplace misconduct.

The result is either a **clearance** to work with children for five years, or a **bar** against working with children.

Barred applicants may not work or volunteer with children.

If a person receives an **interim bar**, they must be immediately removed from their child-related position in the organisation.

The WWCC clearance lasts for five years and is continuously monitored for any new relevant offences.



## Who needs a Working With Children Check?

All **new** applicants for paid child-related work (direct face-to-face contact with children), must provide a WWC application or clearance number to their employer.

This number must be verified online by their employer (the club or board managing the club) before they can start work.

**Existing** paid employees and volunteers (who are not exempt) are being phased-in to the new system.

Clubs and other bodies providing services to children will need to comply with the WWCC **by 31 March 2016**.



## Who does NOT need to get a Working With Children Check?

The legislation in NSW allows parents and other close relatives (such as a sibling, grandparent, step-parent, uncle), to volunteer in activities that involve their own children without needing a WWC number.

This includes volunteering with a team, program or other activity in which their child usually participates or is a team member.

Therefore, a parent or close relative who coaches or manages a team that includes their child does not need a WWCC.

Roles that do not have continuous and close contact with children generally do **not** require a WWCC.

Parents who volunteer at the canteen or sausage sizzle, help with setting up fields or courses, participate in organising committees, or are spectators at games and events, do **not** need a WWCC.



## Here are some examples to help your club decide which parent volunteers will need a WWCC

**Example 1:** Jane is a volunteer coach of her daughter's under 10 netball team. **Jane does not need the WWCC because she is volunteering in an activity in which her child participates.**

**Example 2:** Dipika is a volunteer coach of her daughter's under 18 cricket team. She also coaches the club's under 15 team which has no child that Dipika is closely related to. **Dipika needs the WWCC because she coaches a team that does not include a close relative.**

**Example 3:** Marty coaches the Over 20s football team. **Marty does not need the Check as over 20's are not children.**

## Clubs and volunteers who need a WWCC

Volunteers make a great contribution to the community and the work they do is often a natural extension of their family roles.

This includes providing support to their children in sports programs, teams and clubs.

You should **only** require a WWCC from a parent volunteer if they volunteer in an activity with direct face-to-face contact with children that **do not** include their own child.



## Being child safe – we all have a role to play

While Working With Children Checks are useful, they are only one part of the approaches that your club can use to keep children safe.

This is because people who engage in inappropriate behaviour may not have a criminal record and you can't predict a person's future criminal offending.

### **But you can help prevent it!**

Supervision, education and training about appropriate and acceptable behaviours are other important tools for managing risk to children.

Having effective child safe policies and practices strengthens environments, reduces risk and helps protect adults and the children they work with.

Supporting parent volunteers and setting up clear guidance on the standards and practices expected from them is the best way to keep children safe.

## More information

Frequently asked questions, fact sheets and resources, and online tutorials about the WWCC and Child Safe Organisations are available at the Office of the Children's Guardian at [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)

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