



Child Protection Policy – Working with Children Check

Guide for Clubs

Reference: The NSWRL Child Protection Policy
Child Protection (Working with Children) Act 2012 (NSW)
Child Protection (Working with Children) Regulation 2013 (NSW)

Background

From 31st March 2016, all Junior Rugby League clubs affiliated with the NSWRL must only 'employ' workers (paid or voluntary) involved directly with the children's teams if the worker has a valid Working with Children Check (WWCC), has applied for one, or if exempt, has provided the club with a Statutory Declaration, Undertaking and Consent.

NSWRL Child Protection Policy

Under the new Child Protection Policy, the NSWRL and its affiliated clubs, districts and associations, agree to the following enhanced requirements in addition to the Statutory regime:

1. In addition to the roles stipulated in Regulation 7, sub clause 2 of the Regulations, the role of Trainer shall be recognised as child related work and therefore anyone operating in that role within a junior league club must have a valid WWCC.
2. It is compulsory for any person working in a recognised child related work role within a Junior League club to have a valid WWCC.
3. For workers in child related work roles within Junior League clubs, there will be no exemptions from the Act under the NSWRL Child Protection Policy. Parents or close relatives of children taking part or regularly participating in activity within Junior League clubs must have a valid WWCC if working in a child related work role.

Timing

A phasing in period is established in Schedule 1 of the Regulations. For the sporting industry, this phase in period is from 1 April 2015 to 31 March 2016. All new 'employees' (paid or voluntary) must have a valid WWCC prior to commencing in their roles. All existing/current/ongoing employees (paid or voluntary) must have a valid WWCC by 31 March 2016.

Club Responsibilities

The Working with Children Check creates an additional compliance burden upon clubs. The club must apply to the NSW Children's Guardian to become a 'child-related employer'. The club must then ensure that WWCCs are completed and appropriate records are kept.



The following steps outline the process each club must take and maintain:

WWCC Process

Step 1:

Online training and tutorials – clubs are encouraged to view the online training material to ensure that officials and administrators are aware of the process, obligations, and rights of members.

Tutorials can be accessed, viewed, and undertaken via:

<http://www.kidsguardian.nsw.gov.au/news--training-and-events/online-tutorials>

Step 2:

Online club registration – each club will need to register before it can complete online verifications of ‘employees’.

This step can be completed online via:

<http://www.kidsguardian.nsw.gov.au/Working-with-children/Working-With-Children-Check/Child-related-employers>

Step 3:

Clubs must then identify employees in ‘child related work’, erring on the side of caution. Identified workers must then be required to undertake the WWCC.

Step 4:

Workers’ completed WWCCs must then be verified by the club.

This step must be undertaken online via:

<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/apply/apply#>

(Barred workers must be removed from child related work – nb: these workers, so long as not engaged in child related work, or a threat to the welfare of children and young people, still have rights to work and should not otherwise be discriminated against.)

Step 5:

Clubs must then record and maintain details of verified workers. These details, logged in a register by the club, must include:

- The worker’s full name,
- Working With Children Check number,
- date of verification, and
- Check expiry date of each child-related worker.

This information may be audited by the Children’s Guardian.



In SUMMARY, each club must:

- Register with the Working with Children Check;
- Identify all paid and unpaid workers in child-related work;
- Verify every Working with Children Check status online (employers must NOT rely on a notification or email from an employee or volunteer containing an application or clearance number);
- Be aware of the phase in period (as above) and ensure current workers (paid and unpaid) apply accordingly;
- Remove barred workers from child-related work; and
- Keep and maintain proper records.