



Child Protection Policy – Working with Children Check

Guide for Workers

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.

Workers involved in Junior Rugby League in NSW and the ACT, paid or voluntary (including parents and close relatives), must comply with the NSWRL Child Protection Policy.

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.



Worker Obligations

In order to be involved in child related work in Junior Rugby League in NSW and the ACT, workers **MUST** have a valid and verified WWCC.

WWCCs are valid for 5 years.

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

WWCC Process

Step 1:

Apply for a WWCC by completing the application form online.

This step must be undertaken via:

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

Nb: Applications by workers should take place after the club has been registered online. Workers without internet access can call (02) 9286 7219 for other assistance.

Once applied, the worker will be supplied with an 'Application Number', which will look like this: APP1234567.

Step 2:

Upon receipt of their application number, the worker must personally take the application number and their proof of identity to an RMS service centre in order for the application to proceed. Any delays here may delay the worker's employment with the club.

RMS locations can be found here:

<http://www.service.nsw.gov.au/service-centre>

nb: Paid workers will be charged an \$80 application fee. This fee may be tax deductible; however, speak with your accountant for proper advice.

The verification process may take up to 4 weeks to complete.

Step 3:

Workers will receive the results of their WWCC by email (or by post if they do not have an email address).

Verified workers must then take proof of verification to the club for those details to be recorded and to have their employment continued or commenced.



In summary, each worker must:

- Apply for a Working with Children Check;
- Prove their identity and complete the application at an RMS service centre, awaiting up to 4 weeks for the result; and
- If verified, provide evidence of verification to the club.