



WORKING WITH CHILDREN - CHECKLIST FOR CLUBS

Item	Requirement	Further information
1	Have you attended a WWC Information or Training session to ensure you are up to date with the requirements?	http://www.kidsguardian.nsw.gov.au/news-and-events
2	Our Club is registered online with the Office of the Children's Guardian?	<p>When completing the Employer Registration, select the Child Related sector called 'clubs and other bodies providing services for children'. You will also need to choose a Username and Password for your organisation. Ensure it is easy to remember and keep it on record.</p> <p>The first contact person registered should be your club President or Secretary. The second contact person should be the Association GM or CEO, or if you are not affiliated to an association then the second contact person should be another responsible person at your club such as the MPIO.</p> <p>https://www.youtube.com/watch?v=1pVxHDQ9yBs</p>
3	Our club is aware of the procedures to verify WWC numbers?	<p>To verify a WWC number go to www.kidsguardian.nsw.gov.au and log into the "Working with Children Check Start Here" (blue box) using your username and password. Select the Employer Log In and Verify tab. Enter your employee's (worker or volunteer) SURNAME, DATE OF BIRTH AND WWC Number and select Verify. You should then get a clearance message.</p> <p>Record these Verification details using the WWC Verification Record Template provided by FNSW (see attached Verification Template). Once verified the worker/volunteer can commence working with children.</p> <p>https://www.youtube.com/watch?v=2qUq_59Zmzc</p>
4	Once the club verifies the WWC Number on-line	Verification Template attached.



WORKING WITH CHILDREN - CHECKLIST FOR CLUBS

Item	Requirement	Further information
	<p>records are kept of the verification. The club has organised a system to record and file these verifications which are valid for 5 years.</p>	<p>Even if your organisation only has volunteers, you still have to register as a WWC Check employer to be able to verify WWC numbers on-line.</p> <p>Records must be kept for a minimum of 7 years.</p>
5	<p>An MPIO officer has been nominated by the club and has been documented and will be the contact for verification, enquiries and any serious matters.</p>	<p>Ensure that this is documented within the clubs own roles and responsibilities and available on the clubs website.</p>
6	<p>All new paid child-related workers have a valid WWC number and it has been verified online. This will apply to any paid positions that have face to face contact with people under 18 years of age and could include coaches, managers, strappers etc that are being paid by the club.</p> <p>It is now illegal in NSW for:</p> <ul style="list-style-type: none"> • Any person to commence working in a paid role with children (under 18 years) without providing their employer (club) with a valid Working with Children Number. • Any employer (club) to allow a person to commence working in a paid role with children (under 18 years of age) before obtaining and verifying a valid Working with Children Number. 	<p>It is now a legal requirement that all new employed persons working with children in NSW must hold a valid Working with Children Number and provide that number to their employer (club) before they can commence working in a paid role with children (under 18 years).</p> <p>Follow these steps to apply for a WWC Check and receive a WWC Number:</p> <p>Step 1: Apply for a Working with Children Check by completing the on-line Application Form. https://wwccheck.cyp.nsw.gov.au/Applicants/Application</p> <p>Visit www.kidsguardian.nsw.gov.au to access the application form and information. Ensure you provide your legal name and provide correct information on the application. Proof of ID must match the information you provide to the motor registry.</p> <p>Step 2:</p>



WORKING WITH CHILDREN - CHECKLIST FOR CLUBS

Item	Requirement	Further information
	<p>Existing paid employees are being phased-in to the new system in 2015. Clubs will need to commence obtaining WWC Numbers from existing paid employees from 1 April 2015.</p>	<p>Once you apply you will receive an Application (APP) number by email from the Office of the Children's Guardian.</p> <p>Step 3: Attend your nearest Motor Registry and provide to them: 1) Your APP number 2) Proof of Identification 3) \$80 fee for your WWC Check</p> <p>Step 4: The Motor Registry will issue a receipt and within 1 - 2 weeks you will receive an email from the Office of the Children's Guardian containing a letter with your WWC Number.</p> <p>Step 5: Provide your WWC Number to your employer (club) as soon as it is received.</p> <p>Step 6: Once your club has verified your WWC number on-line at www.kidsguardian.nsw.gov.au they will advise you when you can commence working with children.</p> <p>If a person is unable to provide their WWC Number within a reasonable time or refuses to obtain a WWC Number then that person is not permitted to work or volunteer with children.</p>
7	<p>If you are volunteering or working with children (u18) in football in 2015, you will be asked to provide a WWC Number to your club.</p> <p>Volunteers who are not exempt (see point 8 below of exemptions) are being phased-in to the new system.</p>	<p>If coaches already have a WWC Number, you must provide it to your club. If they do not, they will need to apply on-line for a WWC Check to obtain your WWC Number.</p> <p>Volunteers apply for the WWC Check through the following link: https://wwccheck.cyp.nsw.gov.au/Applicants/Application</p> <p>Once they have applied they will need to visit the motor registry to show proof of ID and complete the</p>



WORKING WITH CHILDREN - CHECKLIST FOR CLUBS

Item	Requirement	Further information
	Clubs will need to commence the WWC Check in 2015. Clubs should be requiring WWC Numbers from volunteers in preparation for Season 2015.	<p>process. The WWC Check is FREE for volunteers.</p> <p>After you have attended the Motor Registry, you should receive your WWC Number by email within 2 weeks. (Allow a longer at peak times).</p> <p>If a person is unable to provide their WWC Number within a reasonable time or refuses to obtain a WWC Number then that person is not permitted to work or volunteer with children.</p>
8	The club is aware of exemptions to obtaining the WWC check?	<p>The following are exempt from the WWC Check and DO NOT need a WWC Number:</p> <ul style="list-style-type: none"> • Persons under 18 years of age • Referees • Volunteer parent who only coaches or manages their own child's team • Volunteer who only coaches or manages a close relative's team (see definition below) • Canteen managers, canteen workers and caterers • Grounds persons <p>"Close Relative" - 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.</p> <p>What do Exempt Persons sign?</p> <p>Exempt persons must complete a FNSW Member Protection Declaration and provide the MPD form to their club (See below).</p> <p>Referees must complete a MPD form and provided it to their Referee Branch. Only persons exempt from the WWC are permitted to provide a Member Protection Declaration to their club instead of a WWC</p>



WORKING WITH CHILDREN - CHECKLIST FOR CLUBS

Item	Requirement	Further information
		Number.
9	FNSW Member Protection Declarations	<p>New FNSW Member Protection Declaration – must be completed by any persons who are exempt from the WWC Check requirements.</p> <p>The Declaration must be completed and signed all coaches, managers, trainers, referees, canteen managers, tour chaperones, tour managers and any person in face to face role who works or volunteers with children under 18 years at any football club.</p> <p>Some key points in relation to the Declaration:</p> <ul style="list-style-type: none"> • All completed Member Protection Declarations must be collected by the club and held on file by the club for 3 years. • Member Protection Declarations can be held by clubs, either electronically or manually. Electronic files must be a scanned copy of a fully completed MP Declaration. • Member Protection Declarations can also be completed online via myfootballclub • Proof of ID must be checked by the club for all persons completing an MP Declaration and the ID Sighted tick box must be ticked by a club official once ID has been checked and sighted • The MP Declaration is a new form introduced by Football NSW in accordance with FFA policy and the Australian Sports Commission. • The MP Declaration is not part of the Working with Children Check legislation. The WWC requirements are separate to this and are to fill the void in relation to the WWC exemptions. • The Declaration is available on the FNSW Member Protection webpage which can also be accessed via the menu at the bottom of the FNSW homepage <p>http://www.footballnsw.com.au/fileadmin/user_upload/Member_Protection/FNSW_Member_Protection_Declaration_Form_2013.pdf</p>



WORKING WITH CHILDREN - CHECKLIST FOR CLUBS

Item	Requirement	Further information
10	All child related positions advertised clearly state the requirements of the New Working With Children check?	Tip: Your recruitment advertisements should also highlight your organisations commitment to child safe practices.
11	Procedures are in place if a worker / volunteer is barred, becomes barred or refuses to get a check?	<p><u>Barred</u> Worker has been barred and cannot work with children, paid or unpaid. It is an offence to hire a barred worker for child-related work.</p> <p><u>Interim bar</u> Worker has been barred and cannot work with children, paid or unpaid, pending the outcome of a risk assessment. It is an offence to hire a barred worker for child-related work.</p> <p><u>Check Refusal</u> If the individual refuses to provide their WWC Number, the club is unable to fulfil its obligations as required by the legislation.</p>

Other useful information and links:

FNSW – Question and Answer:

<http://www.footballnsw.com.au/index.php?id=665>

Office of the Children’s Guardian

www.kidsguardian.nsw.gov.au