

WORKING WITH CHILDREN CHECK

GUIDELINES FOR CLUBS AND ASSOCIATIONS



COMPULSORY REQUIREMENTS

The Working with Children Check (WWC) is a NSW State Government mandatory requirement. All clubs with members aged under 18 years must be fully compliant with the Working with Children Check.

These guidelines provide FNSW clubs with general information about the WWC Check requirements. Refer to the [Official OCG WWC Employer Guidelines](#) for more detailed compliance information.

WWC CLUB REQUIREMENTS

1. Appoint someone to manage the WWC Check at your club.
2. Register your club for the WWC Check. (*Refer Guidance notes*)
3. Identify all child related roles as people in these roles will require a WWC Check.
Child related roles in football are:
 - All paid roles that involve working with children u18
 - Volunteer coach, manager, trainer, physio, technical director, youth coordinator, committee member, MPIO, tour chaperone and any other role with children u18 (*unless exempt*).
4. Determine who is exempt (*Refer Guidance notes P3*)
5. Notify all workers in child related roles that they must provide their WWC Number to your club.
 - If they do not hold a WWC number, they must apply for a WWC Check and provide their WWC Number to your organisation.
 - Employees and volunteers cannot work with children unless their WWC Number has been verified by the club or their APP number is verified and it is confirmed that their Application is in progress.
6. Create a verification spreadsheet of all workers. (*Refer Guidance notes*)
7. Collect and list the WWC Numbers next to the names of people who are working with children.
8. Verify all WWC Numbers on-line and keep a record of all verifications on file. (*Refer Guidance notes*)

AUDITS FOR COMPLIANCE HAVE COMMENCED

The NSW Office of the Children's Guardian has commenced auditing NSW football clubs for compliance. Non-compliance can result in Government fines of \$11,000 for clubs and individuals. To help identify any gaps in compliance that need action [download the WWC Checklist](#)

MEMBER PROTECTION OFFICERS

It is a mandatory requirement of Football NSW that all clubs and associations have a Member Protection Information Officer (MPIO). The MPIO should have a good understanding of the WWC Check and child safe practices and plays a key role in promoting a child safe culture at your club. For MPIO information [click here](#).

GUIDANCE NOTES FOR CLUBS

HOW TO REGISTER YOUR CLUB

- Register at kidsguardian.nsw.gov.au
- Select the sector '*clubs and other bodies providing services for children*'.
- Create a Username and Password for your organisation & keep this on file.
- Start verifying.

HOW TO VERIFY A WWC NUMBER

- Go to kidsguardian.nsw.gov.au
- Select the *Employer Log In and Verify* tab.
- Log in using your club 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.
- Print the clearance page and keep it on file and enter the information in your Verifications Records.

HOW TO KEEP A RECORD OF WWC VERIFICATIONS

- Open the [FNSW Verification Record template](#) and save.
- List the names of all of your employees and volunteers in child related roles in this document
- Start recording and saving the details of all worker's WWC Verifications in the document.
- Your WWC Verifications document must be kept updated for auditing purposes.

WWC EXEMPTIONS

Exemptions in sport include:

- Persons under 18 years of age
- Referees (who only referee games)
- Volunteer parents who coach or manage their own child's team
- Volunteers who only coach or manage a close relative's team
- Canteen managers, canteen workers, caterers
- Grounds persons

[More information about exemptions](#)

WHAT DO EXEMPT WORKERS AND VOLUNTEERS SIGN?

Exempt persons must:

- Complete a [FNSW Member Protection Declaration](#)
- Provide their MPD to their Club
- Instead of a listing a WWC Number in your verifications record for these workers, list MPD in your so you know you have an MPD form on file for exempt persons.

WHAT IF SOMEONE HAS LOST THEIR WWC NUMBER?

Employees and volunteers can retrieve their WWC Number on-line at the [NSW Kids Guardian website](#)

IMPORTANT

Just obtaining WWC numbers from your workers does not make your club complaint with the WWC Check. To be compliant clubs MUST also verify WWC numbers and keep a record of all verifications.

CHILD SAFE CLUBS

Compliance with the WWC check and having a child safe club and culture is integral to providing a safe and enjoyable sport environment for children. For information about being a [child safe club click here](#)

FREQUENTLY ASKED QUESTIONS

WHO REQUIRES A WWC CHECK?

- All paid persons who work with children under 18 yrs
- All volunteers who work with children under 18 yrs, unless exempt
- Volunteer coaches, managers, trainers, physios, technical directors, youth co-ordinators, Committee members, MPIOs, tour chaperones, tour directors, referee coaches, referee mentors, referee assessors and any other role which involves supervising or working with children aged under 18 yrs.
- Persons who mentor children under 18 years.

WWC EXEMPTIONS

- Volunteer coach or manager of your own child's or close relative's team
- Persons under 18 years of age
- Referees who only referee matches
- Canteen managers, workers and caterers
- Grounds persons
- Guest presenters or speakers attending an event for a one-off presentation

WHAT IS PAID?

Any payment, honorarium, lump sum, out of pocket expenses including in cash or kind such as discounted player fees. It is not payment where reimbursement is paid and a receipt for expenses is provided.

REFUSAL TO PROVIDE A WWC

If someone refuses to provide their WWC Number to your club, they cannot work or volunteer with children.

WHERE DO PEOPLE APPLY FOR A WWC CHECK?

Applications are completed online at kidsguardian.nsw.gov.au

WWC NUMBERS

Numbers for paid workers ending in an 'E' can be used for paid and volunteer roles.
Numbers for volunteer workers ending in a 'V' can only be used for volunteer roles.

WWC INFORMATION & TRAINING

[Factsheets & Resources](#)

[On-line E-Learning](#) and [On-line WWC Tutorials](#)

[Child Safe Organisations training for your association and clubs](#)

ASSISTANCE

NSW Office of the Children's Guardian

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Football NSW

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