

# WORKING WITH CHILDREN CHECK COMPLIANCE GUIDELINES FOR WORKERS & VOLUNTEERS



## COMPULSORY REQUIREMENTS

### WORKING WITH CHILDREN CHECK

Individuals who work or volunteer with children (u18) must hold a WWC Number and provide their WWC Number to their club. This is a compulsory NSW Government requirement.

#### WHO NEEDS A WWC NUMBER?

Persons in child related roles are required to have a WWC Number, these include:

- All paid roles that involve supervising or working with children aged under 18; and
- Volunteer coaches, managers, trainers, technical directors, youth coordinators, committee members, MPIOs, tour chaperones, referee coaches, referee mentors and any other role with children u18 unless exempt. Refer to Exemptions listed overleaf.

#### ➤ IF YOU ALREADY HAVE A WWC NUMBER

Provide your WWC Number to your club.

Your club will then verify your WWC Number on line and keep a record of the verification.

#### ➤ IF YOU DO NOT HAVE A WWC NUMBER

You must apply for a WWC Check and obtain a WWC Number (*unless exempt – see below*)

### TO APPLY FOR A WWC CHECK AND OBTAIN A WWC NUMBER

1. Complete a WWC Check application form on-line & receive an APP (Application) Number.
2. Take the APP number, proof of ID and \$80 (paid persons only) to a NSW Service Centre (Motor Registry). Volunteers do not pay a fee. The WWC Check is free for volunteers.
3. The NSW Service Centre will issue a receipt.
4. The applicant should receive their WWC Number by email within approximately 7-10 days.
5. The applicant provides their WWC Number to their club.

#### [CLICK HERE TO APPLY FOR A WWC CHECK](http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check)

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

#### IF YOU HAVE LOST YOUR WWC NUMBER

You can retrieve your WWC Number on-line at the [NSW Kids Guardian website](http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check)

## EXEMPTIONS

The following are not required to apply for a WWC Check or provide a WWC Number:

- Persons under 18 years of age
- Volunteer parents who only coach or manage their own child's team
- A volunteer who only coaches or manages a close relative's team
- Canteen workers and caterers
- Referees (who only referee games)
- Grounds persons

Note: There are NO EXEMPTIONS for persons in a paid position working with children.

Definition:

A close relative is defined as 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.

## EXEMPT PERSONS

Exempt persons must complete a [FNSW Member Protection Declaration](#) and provide it to their club.

## CHILD SAFE AT YOUR CLUB

The WWC Check is only one aspect of ensuring child safety in sports clubs. Displaying and encouraging positive behaviours, compliance with the codes of conduct, having child safe practices and keeping child safety and welfare at the forefront of working with children and club management are all vital to providing a safe and enjoyable sport environment for children. [For more information about Child Safe click here](#)

## MORE INFORMATION

NSW Office of the Children's Guardian  
Website: [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)  
Phone: 02 8219 3600

Football NSW  
[Working with Children Check webpage](#)