

# Working with Children Check Policy



## Introduction

The [Child Protection \(Working with Children\) Act 2012](#) and the [Child Protection \(Working with Children\) Regulation 2013](#) legislation was developed to better protect our children and means that, unless a specific exemption applies, a WWCC (Working with Children Check) is a prerequisite for anyone in child-related roles, either paid or voluntary. In July 2018 changes came into effect to the Working with Children scheme. These were made through the Child Protection (Working with Children) Amendment (Statutory Review) Act 2018. The changes impact Acts and Regulations above, except the Adoption Regulation 2015. There were also changes made to the NSW child protection legislation on 25 October 2016.

The WWCC is managed by the Office of the Children's Guardian (OCG) and involves a national criminal history check and review of findings of workplace misconduct. The result of a WWCC is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring, and relevant new records may lead to the clearance being revoked.

## New Simplified WWCC Policy

In the interests of promoting child safety within the sport of Athletics, the Board of LANSW has implemented a new WWCC policy which will expand the categories of individuals requiring the NSW Government's WWCC.

From 2022/2023 season onwards, it is a requirement that anyone in child-related roles working or volunteering with children under 18 years obtain a WWCC and provide their Centre with a valid WWCC Number. It is also a requirement to provide this to LANSW when working or volunteering with children under 18 years at LANSW sanctioned activities and events

Parents/guardians are exempt when spectating or directly assisting with their child's age group, when their child is present. When parents/guardians volunteer at a club day or association carnival where their child is not in the event, they are required to have a WWCC.

The main elements of the new policy are:

1. Volunteer parents age managing where their own child is not an active participant will now require a WWCC Number to coach or age manage in the Season, regardless of whether they have a child in a different age group
2. All Officials (except those aged under 18 years of age or not a parent as detailed within this policy) who are working at Centres or events, including carnivals and championships, will now require a WWCC. Parent helpers who assist Officials at LANSW events, including Zone and Region Championships, will need to have met their respective Centre-level WWCC requirements.
3. Paid coaches will require a paid WWCC. Note that the NSW Office of the Children's Guardian (OCG) advises that paid work includes any form of remuneration such as allowances, gift vouchers or other forms of payment
4. Volunteer coaches without a child actively participating in the coaching activity will require a volunteer WWCC.
5. Committee members, Zone and Regional Coordinators taking part in a child-related activity without their child actively participating (ie the same event) are required to obtain a volunteer WWCC.

## Scenarios

- a. Jane is a volunteer age manager of her daughter's under 10 age group. Jane **does not** need the WWCC because she is volunteering in an activity in which her child participates.

- b. Joan is a volunteer age manager of her daughter's under 10 age group, and is an official at a Championship carnival. Unfortunately, Jane's daughter is either not competing that weekend or not taking part in the event Jane is officiating at. Jane **is required** to have a WWCC because she is volunteering in an activity in which her child is not participating.
- c. Dakota is a parent who is assisting her son's under 17 age group raking a sand pit on a club day where her son is actually participating in the same event that involves the sand pit. Dakota **does not** need the WWCC because she is volunteering in an activity in which her child is participating.
- d. Jeff is a volunteer age manager for his daughter's under 15 age group. He also coaches sprints at the same Centre, which his daughter does not participate in. Jeff **needs** the WWCC because he coaches a team/activity that does not include his daughter.
- e. Marty coaches athletes in the senior club that are 20 year olds. Marty **does not** need the Check as over 20s are not children.
- f. Jacob is a Zone coordinator. If Jacob has no interaction with children, then he is not required to have a WWCC, but if he participates in any interaction, such as medal presentation, he **requires** a WWCC.
- g. Sarah works in the canteen or cooks on the BBQ. Her tasks do not place her in direct one on one contact with children. Sarah does not need a WWCC

### WWCC Requirements for Centres

The WWCC is a prerequisite for paid and unpaid child-related work. Under Part 2, Section 6 of the Child Protection (Working with Children) Act 2012, child-related work is defined as work in a specific, child-related role or face-to-face contact with children in a child-related sector.

#### Little Athletics Centres are to comply with the following

1. Appoint a suitable person to manage the WWCC within your Centre
2. Ensure that your Centre is registered as an employer for the WWCC [Working with Children Check website.](#)
3. Identify all child-related roles within your Centre as people in these roles will require a WWCC. Child-related roles in Athletics are:
  - a. All paid roles that involve working with children under 18 years of age; and
  - b. All Committee members, age managers & assistant age managers, starters, recorders, coaches and any other roles working or volunteering with children under 18 years of age. Refer to the Chart below
4. Determine who is exempt and those that are required to obtain a WWCC (refer to table 1 below)
5. Notify all persons in child-related roles that they must apply for a WWCC and provide their WWC Number to your organisation
6. Create a Verification Records Spreadsheet for your organisation (Refer Table 2 below) and:
  - a. List the names of all persons working and volunteering with children; and
  - b. Enter the details and WWC Number next to the name of each person.
7. Verify WWCC Numbers online and record the verification details in the Verification Records Spreadsheet.

### Who is Exempt from Needing a Working with Children Check?

The exemptions relevant to Little Athletics include:

- Children (under the age of 18)
- Administrative, clerical, maintenance or ancillary work not involving contact with children Eg a Centre Treasurer or Public Officer who doesn't come to competition or interact with children
- A visiting speaker, adjudicator, performer, or other similar visitor for a one-off occasion, in the presence of one or more other adults
- Parent/guardian spectating at an event, carnival or Centre running day/night
- Parent/guardian volunteering in an age group that their child is currently actively participating in or is a team member in at the same time.

## Do I need a WWCC

The below table (table 1) is an extract from the LANSW Working With Children Declaration for Centres  
*Using the table below, please check the box or boxes that best describe your work at our centre. If you do multiple roles tick ALL boxes that apply. This will help determine whether you will require a WWCC Number or whether you are only required to sign the declaration. If you checked any Blue boxes, you need a WWCC*

Which role applies to you?	I am a paid worker	I am under 18 years	I am a volunteer, and my child is not present in the activity	I am a volunteer, and my child is present in the activity
Coach	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Age Manager or Age Group Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member Protection Information Officer, Child Protection Officer, Grievance Officer etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Official/event assistant at centre competition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrative, clerical, maintenance or ancillary work (e.g. BBQ & canteen helpers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trainer or mentor of young officials, coaches etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Table 1

## The Working with Children Check Process

The process for Centres is:

1. Register as an 'employer' with the OCG Link
  - a. <https://www.ocg.nsw.gov.au/child-safe-organisations/working-with-children-check>

### 2. Identify who will need a WWCC

Advise all centre members who need a WWCC, refer to the flow Chart 1 on the last page

### 3. Verify the WWCC ID

- a. Go to the [Working with Children Check website](#).
- b. Enter the worker's Surname, Date of Birth and WWCC Number and select Verify
- c. You should then receive a clearance or result message, refer to table 3
- d. Enter the details of the verification in your Verification Records Spreadsheet.

### 4. Record the WWCC details

It is essential to record the verification date, WWCC expiry date, WWCC (or Application Number) and verification result after each online verification as the OCG does not store this information on their system for later recall. Centres need to create a document (see template below) and keep this document secure and up to date

1	(Insert centre name) Little Athletics Centre								
2	WORKING WITH CHILDREN CHECK VERIFICATION RECORDS								
3	SURNAME	FIRST NAME	D.O.B.	WWC NUMBER	VERIFICATION DATE	RESULT OF VERIFICATION	VERIFIED BY	WWC CHECK EXPIRY DATE	PAID OR VOLUNTEER
4	Grills (SAMPLE)	Chantelle	1/01/1992	WWC1234567V	26/07/2014	Cleared	Kerry O'Keefe	15/07/2019	Volunteer
5									
6									
7									
8									
9									

Table 2

### 5. Appoint, or remove an individual depending on the outcome of the WWCC verification

Status	Meaning
Application in progress	A WWCC application is being processed and the applicant may work with children. If the applicant becomes barred, the OCG will contact the person applying for the WWCC and any organisations who have completed the online verification to advise of what to do next
Cleared	This applicant has a WWCC clearance that is valid until the listed expiry date
Barred	The applicant has been barred from working with children and it is an offence to engage this person in child-related work or roles
Interim barred	The applicant has been barred from working with children during the course of a risk assessment. It is an offence to engage this person in child-related work or roles
Not found	The database cannot find a matching WWCC for any one of these reasons: <ul style="list-style-type: none"> <li>• The data entered for verification (name, date of birth and WWCC number or application number) has errors;</li> <li>• The person's application has been withdrawn or terminated without an outcome;</li> <li>• The person has not completed an application for a WWCC (filled in the online form, presented proof of identity and paid any applicable fee). It is an offence to engage this person in child-related work or roles</li> </ul>

Table 3

### 6. Remove anyone in a child-related role should their 'cleared' status change at any time.

The WWCC is valid for five years and during this time, cleared applicants will be subject to ongoing monitoring.

If a relevant new record appears it may lead to a worker becoming barred before their WWCC five year expiry date. If this happens, the Centre will be notified using information supplied during the online verification process. If the Centre has not verified the worker online, the OCG may not be able to notify immediately if a worker is barred.

If the OCG sends a letter advising the Centre that a current employee/volunteer has become barred (or has an interim bar) they must immediately remove them from child-related work. It does not matter whether they are paid or unpaid, supervised or unsupervised.

## **7. Provide the verification data to the OCG in the case of a Centre audit**

The OCG will perform random audits. It is expected that they will be checking that organisations have a good understanding of who needs a WWCC and that these people are not undertaking any child-related work until their online verification has been completed. If the OCG requests the Centre's WWCC records, the Centre will need to provide them with:

- Member's full name
- Member's date of birth
- Member's WWCC Number (or Application Number where appropriate)
- The verification date
- The WWCC's expiry date
- The verification outcome
- Whether they are a paid or volunteer worker

## **8. Monitor WWCC records**

Records need to be continually monitored to ensure that those in child-related roles renew their WWCC before their current WWCC expires.

### **Further Information**

- Office of the Children's Guardian: Working with Children Check <https://www.ocg.nsw.gov.au/child-safe-organisations/working-with-children-check>
- Child Safe Standards <https://www.ocg.nsw.gov.au/child-safe-organisations/training-and-resources/child-safe-standards>
- NSW Sport and Recreation: Member Protection – <https://www.sport.nsw.gov.au/running-your-club/safe-and-fair-clubs/member-protection>
- Play by the Rules – <http://www.playbytherules.net.au/>
- NSW Government Communities and Justice : Keep them Safe – <http://www.keepthemsafe.nsw.gov.au/>
- LANSW Working With Children Declaration for Centres - <https://lanswresourcehub.com/child-protection>

# Do You Require a WWCC?

Office of the Children's Guardian - <https://ocg.nsw.gov.au/working-children-check/who-needs-check>

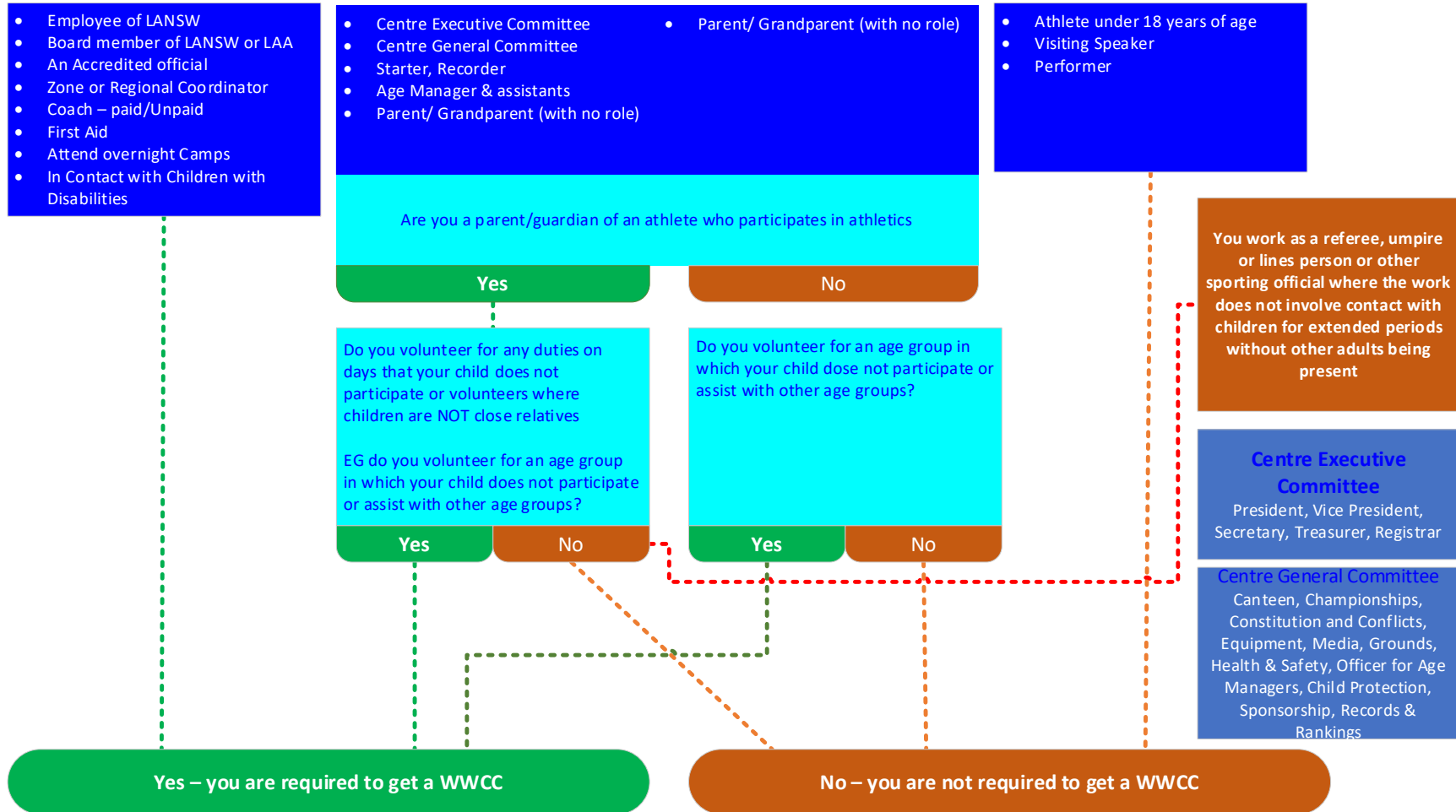


Chart 1