



Working with Children Check and Guidelines Policy

*Approved by SNSW Board
July 31st 2020*

1. Introduction

The Working with Children Check (**WWCC**) is an NSW State Government mandatory requirement. All Clubs and Associations must be compliant with the WWCC and all relevant SNSW Member Protection Policies.

HIGH IMPORTANCE

With this guideline, it must be understood the responsibility of each organisation as an employer (Link: [Role of the Employer](#));

- Clubs are responsible for the people they employ or appoint
- Associations are responsible for the people they employ or appoint
- SNSW is responsible for the people they employ or appoint

2. Purpose

The purpose of this policy is to facilitate effective management of the Working with Children requirements and provide guidance to all Associations and Clubs of Softball NSW Inc.

3. WWCC Requirements for Clubs & Associations

1. Appoint a suitable person to manage the WWCC within your organisation.
2. Ensure that your organisation is registered as an employer for the WWCC. (*Ref: Guidance Note 1 on P2*)
3. Identify all child related roles within your organisation as people in these roles will require a WWCC.
 - i. Child related roles in Softball are:
 - ii. All paid roles that involve working with children under 18 years of age; and all Coaches, Managers, Umpires, First Aid Officers, committee members, MPIOs, tour chaperones and any other roles working or volunteering with children under 18 years of age (*unless exempt*).
4. Determine who is exempt (*Ref: Guidance Note 4 on P3*)
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 spreadsheet for your organisation (*Ref: Guidance Note 3 P2*) 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 WWC Numbers on-line and record the verification details in the Verification Records
 - i. Spreadsheet. (*Ref: Guidance Note P2*)
8. WWCC verification validation must be supplied by Associations and Clubs to Softball NSW for all coaches and officials wishing to participate in any a Softball NSW event. These would occur at the point of nomination of officials as per each events requirement.

4. WWC Guidance Notes

Register your Club or Association

- Register as an employer on the [Working with Children Check website](#).
- Complete the registration.
- During the registration process select the sector '*clubs and other bodies providing services for children*'.
- Create a Username and Password for your organisation, keep this on file and ensure other Committee members are aware of it in the event of staff movement.
- Once you have completed the registration application, you can start verifying WWC Numbers on-line.

How to verify a WWC Number

- Go to the Working with Children Check website.
- Select the Employer Log In and Verify tab.
- Log in using your 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.
- Enter the details of the verification in your Verification Records Spreadsheet.

Verification Tips:

- To be compliant, organisations MUST verify WWC Numbers and keep a record of all verifications.
- If you have more than one WWC Number to verify, select the ADD button to add as many additional verification fields as you require.
- If the result of a verification returns a NOT FOUND result status, check that the Surname, Date of Birth and WWC Number you have been given are correct.
- You must enter the same Surname the applicant used when completing their WWCC application. E.g. if a person applied under the surname 'North-West' but only provided you with the surname 'North', then you must instead enter North-West in the Surname field when verifying.
- If you have checked all details and the verification still returns a NOT FOUND result, then this could indicate that the applicant may not have attended an NSW Service Centre to finalise their application.
- Verification of an individuals WWCC status should be completed annually by the employer.

How to create a Verification Records spreadsheet

- Open the [NSW Verification Record template](#) and save to your computer.
- List the names of all paid and volunteer workers in child related roles in this document (or, in the case of Umpires, list all Umpires).
- Start recording and saving the details of all workers' WWCC Verifications in the spreadsheet.
- Your WWCC Verifications Spreadsheet must always be kept up to date for auditing purposes.

WWCC Exemptions

The following exemptions apply within SNSW:

- Persons under 18 years of age;
- Individuals that are unaccredited as umpires and completing the role of an umpire at the Association level due to their team's/club's allocation of duty umpiring.
- Close relatives volunteering at their children's usual extra-curricular activities. This would include Coaching, Managing or Scoring
 - There are three specific instances when close relatives do need a Check when they are volunteering for activities:
 - providing personal care for a child with disability
 - participating in a formal mentoring program
 - at an overnight camp for kids.
- Grounds persons;
- Guest presenters or speakers for a one-off presentation;
- Persons who work or volunteer with children visiting NSW from another State to attend an event where the work in NSW will be for no more than 30 days in a calendar year; and
- You work in the NSW or Australian Federal Police forces

Member Protection Declaration for Exempt Persons

The SNSW Member Protection Declaration (**MPD**) forms part of the registration terms and conditions when participants register on SportsTG. It is essential that all participants are registered on SportsTG and that they self-register.

What if someone has lost their WWC Number?

WWC Numbers can be retrieved by going to [Find My WWC Number](#).

5. Frequently Asked Questions (FAQ's)

Q1. Where to apply for a WWCC and WWC Number?

To apply visit the [NSW Service Centre website](#).

Q2: Who requires a WWC Number?

The following participants are required to obtain a WWCC and provide their WWC Number to their club and association:

- All paid persons working with children under 18 years of age;
- All coaches, managers, scorers working in a paid or volunteer role with children under 18 years; (*unless exempt*)
- All Umpires at SNSW Events (except those under 18 years of age); (Note: This is due to the mentoring process that is included in all umpiring event structures)
- All committee members of organisations with participants aged under 18 years of age;
- All Member Protection Information Officers; and
- Persons in any other child related roles not listed unless exempt.

Q3: Paid or Volunteer Working with Children Check?

Persons working in a paid capacity or self-employed must apply for PAID WWCC. Paid work includes any form of remuneration such as allowances, gift vouchers or other forms of payment. This does not include volunteers that are seeking reimbursement for expenses on the Association, Club or Teams behalf. A paid WWCC is valid for both paid and volunteer work. A volunteer WWCC is valid for volunteer work only.

Q4: How much does a WWCC cost?

- A paid WWCC costs \$80 and is valid for five years.
- A volunteer WWCC is free

The \$80 fee is paid at an NSW Service Centre when providing proof of identification for the WWCC application. There is no fee payable for a volunteer WWCC, however applicants must still attend an NSW Service Centre to provide proof of identification to complete the application process.

Q5: How long does a WWC Number last?

A WWC Number lasts five years.

Q6: Why do WWCC applicants have to attend an NSW Service Centre?

WWCC applications are completed online. All applicants must then attend an NSW Service Centre to show proof of identification and to complete the application process. For a paid WWCC, the applicant is also required to pay \$80 at the NSW Service Centre.

Q7: When will I receive my WWC Number?

Applicants usually receive their WWC Number by email within approximately 7 – 10 days after completing the application process at an NSW Service Centre. Some applications can take longer. If clarification of any details is required, the OCG will contact the applicant directly.

Q8. What does a WWC Number look like?

- Paid position: WWC123456E
- Volunteer position: WWC1234567V

Q9: Can a Volunteer WWC Number be used for a Paid role?

A WWC Number that ends in 'V' cannot be used for a paid role. A volunteer WWC Number can be changed to a paid WWC Number by [completing a Change of Details request on-line](#) and then attending a NSW Service Centre to provide proof of identification and pay the \$80 fee.

Q10. Can a Paid WWC Number be used for a Volunteer role?

A paid WWC Number that ends in an 'E' can be used for both paid and volunteer positions.

Q11: What if someone in child related work refuses to provide their WWC Number?

Having a WWCC clearance to work or volunteer in a child related role is a key component to providing a safe sport environment for all children. Unfortunately, where a person is unable to satisfy the requirements of the WWCC, they cannot work or volunteer in a child related role within SNSW with children under 18 years. In the case of Umpires, they cannot work or volunteer as Umpires at all.

Q12: Why are Umpires/Officials who are paid required to obtain a Paid WWC Number?

Any form of remuneration in return for the provision of services is deemed to be paid. Paid work includes any form of remuneration such as allowances, gift vouchers or other forms of payment. Most Umpires will be required to obtain a paid WWCC as most receive payment for their Umpiring services. The requirement to obtain a paid WWCC still applies even if an umpire claims his or her payments as a hobby using a hobby declaration form. If umpire payments are declared by the individual as taxable income, the cost of the WWCC may be tax deductible but the umpire must obtain his own taxation advice in this regard.

6 Additional Resources

Club/Association Websites

Clubs are requested to provide the following link to the WWCC Application on their website:
<https://www.service.nsw.gov.au/transaction/apply-working-children-check>

Child Safe Clubs/Associations

Compliance with the WWCC and having a child safe club and culture is integral to providing a safe and enjoyable sport environment for children.

For child safe club information, visit the [NSW Office of the Children's Guardian Child Safe webpage](#).

Member Protection Information Officers

It is a mandatory requirement of SNSW that all clubs and associations have a Member Protection Information Officer (MPIO). The MPIO should have a good understanding of the WWCC and child safe practices and plays a key role in promoting a child safe culture at your club.

For MPIO information [visit the MPIO webpage](#).

7. Additional WWCC Information

Visit the [Office of the Children's Guardian Working with Children Check Legislation Information](#).