

New Working with Children Requirements

Quick Step-by-Step Guide for Clubs and Associations



The following is provided to help clubs and associations comply with the new Working with Children Check legislation in NSW and new FNSW requirements.

Glossary

For the purpose of this Guide:

- Employee – a person who is paid
- MPD – Member Protection Declaration
- Organisation – a club or association
- Volunteer – a person who is not paid
- WWC – Working with Children Check
- WWC Number – Working with Children Check Number

VOLUNTEERS

People who volunteer to work with children

Step 1: MPD - Ask all volunteers (aged 16+) who are coaching, managing or working with children to complete a [FNSW Member Protection Declaration](#)

The completed declaration is returned to the organisation and kept on file by the organisation for 3 years from date of signing. It may be kept on file in hard copy or scanned and held in soft copy. There are no exemptions from this requirement.

The Declaration applies to volunteer:

- Coaches
- Managers
- Trainers
- First aiders
- Referees
- Canteen Managers
- Tour managers and Tour Chaperones
- Any position where a person works face to face with children

Step 2: WWC Check?

There is no Working with Children Check for volunteers at this time.
The new WWC Check will not apply to volunteers until 1 January 2015.

EMPLOYEES

People paid to coach children or work with children

If your organisation pays people to work in a face to face role with children then you are employing them in a child related role. This includes paid coaches and anyone else who is paid to work with children under 18 years of age. Paid is deemed to be any form of payment including payment in cash, in kind or as an honorarium.

Step 1: MPD

Ask all employees (aged 16+) who are paid to coach, manage or work with children to complete a [FNSW Member Protection Declaration](#)

The completed declaration is returned to the organisation and kept on file by the organisation for 3 years from date of signing. It may be kept on file in hard copy or scanned and held in soft copy. There are no exemptions from this requirement.

Step 2: Register

Register your organisation for the New Working with Children Check.

If your organisation is already registered → proceed to Step 3

To register your organisation [click here](#) and go to the New Check website. Select **Register** and register on-line as an employer.

Tips for registering:

- For *Child Related Sector* select - "Clubs or other bodies providing services to children"
- For *Type of Staff to be Checked* – answer YES to *Paid/Contract staff* and YES to *Volunteers*
- When you nominate your username and password, note these down and keep them handy on file as you will need them later to verify your employees WWC numbers.
- Complete the rest of the form and then select SUBMIT
- Once registered you are ready to verify employee WWC Numbers.

Step 3: WWC Numbers

Ask all new paid employees to provide you with their Working with Children Number (WWC Number). This should occur at the time of employment.

When you receive their WWC number, go to www.newcheck.kids.nsw.gov.au, then select **Verify** (on right), enter your Employer username and password, enter the employee WWC number, full name and date of birth. The system will then check the WWC number to verify the person is clear to work with children.

A message will appear. If cleared then you can employ them, however if they are not clear, they cannot be employed in any role working with children.

Step 4: Record Keeping

Your organisation must keep a record of all employees that you have verified using the on-line WWC process. We recommend that you maintain an excel spread sheet or record book.

The WWC records that must be kept for all employees are:

- Full name of employee
- Employee's Working with Children Number
- The Date of the Verification and outcome (e.g. Clear or Not Clear)
- Expiry date of the Employee's WWC number

What if my new employee does not have a WWC Number?

You cannot employ anyone in a paid role to work with children until they provide you with their WWC number and you have Verified their WWC clearance (Step 3 above).

Use the following email template to advise new employees of the WWC requirement:

Dear.....,

We advise that under the new Working with Children legislation in NSW all persons employed to work with children (Under 18) after 15 June 2013 must apply for a Working with Children Check and hold a WWC Number. If you already have a WWC number for work or another role, you can also use that same number at your football club. A WWC number is valid for all roles for 5 years.

To apply for a WWC Check and WWC Number you need to complete the on-line application form at <https://wwccheck.cyp.nsw.gov.au/Applicants/Application#>

Once you complete the on-line application you will receive an Application Number. You must then take your WWC Application Number, proof of ID and \$80 to the nearest Motor Registry. The Motor Registry will then process your application and you will receive your Clearance letter and WWC number by email within 2 – 3 days.

When you receive your WWC number provide it to your employer (Club or Association) where you will be working with children. Your employer will then verify your WWC number on-line and you will then be permitted to fill the role.

Please note: This is a Government Legislation requirement and you cannot hold a paid position working with children in NSW if you do not have a Working with Children Number.

If you require more information visit www.newcheck.kids.nsw.gov.au

More Information for Clubs and Associations

If your organisation requires more information please visit www.newcheck.kids.nsw.gov.au or register for a free upcoming [information session or on-line webinar](#).

Additional information and Guidelines are also available on the [FNSW Member Protection webpage](#).

Assistance and support is also available from Football NSW.

Contact Michelle Hanley, Risk Manager and State MPIO
Phone: 02 8814 4402 or email michelle@footballnsw.com.au