

Administering the Working With Children Check

A guide for sports clubs

the working
with children
check 

How do I keep kids in sport safe?

A Working with Children Check (WWCC) is a small part of what your organisation can do to create a safe place for kids. It is important to remember that a WWCC is a background screening process and it cannot predict that a person will not harm a child in your organisation.

To learn what more your club can do to keep kids safe and happy in sport - visit our website for information about child-safe training at:
www.kidsguardian.nsw.gov.au/childsafe

If you are advised by the Office of the Children's Guardian that a worker is barred, then you must remove them from child-related employment. The legislation provides industrial protection for employers who dismiss a worker in child-related work if they are barred.

How do I work out who needs a Working With Children Check?

People in your club who have direct face-to-face contact with children need to be checked, not people who have incidental contact with children. This means coaches and managers would be required to have a check but not the people in the canteen. A worker does not need a WWCC if their child-related work is in connection with a team or activity of which their child or close relative is a member or participant.

What if an employee or volunteer does not provide a clearance number?

If you have asked your workers to apply for a clearance and you have not received a WWC Number, it could be that there is a delay in processing their application. This could be for several reasons and is not necessarily because there is something in their past that would indicate a risk of harm to children.

If they have an APP number you should verify that number through your employer registration before they start work. You must still verify their WWCC Number once they receive it.

Why do I have to register and verify?

As an employer of people in child-related work you are legally required to verify that your workers have a clearance.

Verifying is done through your employer registration. If you have not registered your club do it now – at www.kidsguardian.nsw.gov.au/check.

To ensure you get regular updates about changes that affect your industry select 'Clubs and other bodies' from the drop down list in the child-related sector.



If you have verified the APP or WWC Number of your paid or unpaid workers you will receive a notification if they become barred or interim barred.

Remember if you do not verify workers online – we'll never know to notify you if they become barred. Verifying is how you connect your workers to your organisation and is the only way for us to know what organisation to contact if a person becomes barred.

You can verify up to 50 workers at one time.

Monitoring compliance with the Working With Children Check

Your club may be selected to be part of our compliance program, if so, we will check to make sure you have verified your child-related workers and kept records.

Some Associations also require their clubs to provide them with records relating to the verifications of all their workers.

To be able to participate in a compliance program or to provide records to your association you need to keep up-to-date records for all workers that you have required to have a check.

What records do I need to keep?

You should have processes in place which enable you to record all workers details relating to their Working with Children Check, including the date that you verified their check through the online portal For help with the records you must keep, we have developed a number of templates that record your verifications. We have also provided clubs with a form that identifies those workers who are exempt from applying.

You should also develop the following policies and procedures:

- How to make sure new workers have a WWCC
- How to verify workers, including nominating the person responsible and what records need to be kept
- How to respond in the event that a worker is barred.

You may want to speak to your association or peak body to see if they have developed policies and procedures for administering the WWCC.

These policies and procedures must be consistently applied.

Visit our website at www.kidsguardian.nsw.gov.au to find out more, download the templates or book into a child-safe training course.

The employer registration asks for two people to be listed, who should this be?

This should be someone within your club with the authority to receive sensitive information. Most clubs are run by volunteers from within the community so the person listed should be someone within the club who would respect the privacy of the individual.

Some associations are insisting that a worker responsible for child protection at district level be listed as the second contact officer in the registration. This demonstrates good practice but is a matter for your club and association to decide.

How do I remove a barred person from my club?

A barred person will receive formal notice from the Office of the Children's Guardian. They will be informed of their obligation to remove themselves from all child-related work and that it is an offence to continue working in child-related work. It is also an offence for an employer to continue to employ a barred or interim barred person, including if they are a volunteer.

If you are in the difficult position of having to remove a member of the club community, a good place to look to for support would be your association or peak body. Many peak bodies have developed policies that support their clubs in this situation and may be able to provide you with legal advice.

It is important to have agreed policies in place to assist you and your worker in managing this situation successfully.

