

CLUB WEBINARS

WORKING WITH CHILDREN CHECKS



**NORTHERN
NSW**
FOOTBALL

Northern NSW Football acknowledges the Awabakal people as the Traditional Custodians of the land on which we meet today.

We recognise the continuing connection of Aboriginal and Torres Strait Islander people to the sky, land and waters and pay our respects to Elders past, present and emerging.

Phillip Andrews

NNSWF Club Development Officer

Agenda

1. The Working with Children Check legislation
2. What does it look like in a football club?
3. WWCC Admin Officer – position description
4. How does the WWCC “system” work?
5. Introduction to National Principles for Child Safe Organisations
6. Actions to make your club child safe?

National Child Safe Standards

National Principles for Child Safe Organisations



1 Child safety and wellbeing is embedded in organisational **leadership, governance and culture**.



2 Children and young people are informed about their **rights, participate** in decisions affecting them and are taken seriously.



3 Families and communities are **informed and involved** in promoting child safety and wellbeing.



4 **Equity** is upheld and **diverse needs** respected in policy and practice.



5 People working with children and young people are suitable and **supported** to reflect child safety and wellbeing values in practice.



6 Processes to respond to **complaints and concerns** are child focused.



7 **Staff and volunteers** are equipped with the knowledge, skills and awareness to keep children and young people safe through **ongoing education and training**.



8 **Physical and online environments** promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.



9 Implementation of the national child safe principles is **regularly reviewed and improved**.



10 **Policies and procedures** document how the organisation is safe for children and young people.



Australian Government

For more information, please visit

<https://pmc.gov.au/child-safety>

<https://childsafe.humanrights.gov.au/>

The Office of the Children's Guardian

- The Office of the Children's Guardian was established under the [Children and Young Persons \(Care and Protection\) Act 1998](#) to promote the interests and rights of children and young people living in out-of-home care.
- In 2013 legislative changes expanded the role of the Office to be an independent government agency that works to protect children by promoting and regulating quality, child safe organisations and services.
- Administration of the (NSW) [Working With Children Check](#).
- In 2020 the OCG has grown from 8 staff to 10. The 2 extra staff will deliver the implementation of the National Principles for Child Safe Organisations to sporting clubs.
- Phone 02 8219 3777

(NSW) Working With Children Check

- A Working With Children Check is a legal requirement for people who are engaged in child-related work.
- **As employees, a WWCC is compulsory prior to engagement.**
- Involves a national criminal history check and a review of findings of workplace misconduct.
- The result of a Working With Children Check is either a clearance to **work with children for a period of five years**, or a bar against working with children.
- Cleared applicants are subject to ongoing monitoring and relevant new records can lead to a clearance being revoked.


(NSW) Working With Children Check

Employers legal obligations:

- **Register** the organisation by filing in an online form which creates an online profile with the Office of the Children's Guardian. Employers nominate a username and password so they can log into the system and verify workers
- **Identify which roles** within their organisation undertake child-related work and which roles are not child-related or fall under an exemption
- **Verify** workers' Working With Children Check numbers online including:
 - new workers or volunteers firstly using their application (app) number and then their WWCC clearance number (except those working in the Education sector where a clearance number is required)
 - a renewed Check, updated after five years.
- Ensure their own WWC number (if required) is verified online by an appropriate person in the organisation (employers cannot self-verify)
- **Keep records** of employees who require a Check and when they were verified
- As part of registering, nominate two people from the organisation who are authorised to receive confidential information in case we need to contact you about a change in someone's check status. Please keep these contact details up to date
- Remind employees to renew which they can do up to three months before their Check expires
- Remove anyone who's:
 - check status is barred
 - interim barred
 - whose check cannot be found
 - has expired from child-related work.
- You can only employ people who have an Application number or Check clearance in child-related work.

WWCC Administrator – Position Description

This position description was created following a discussion with a club about creating a specific role to comply with the WWCC requirements.



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Insert club
logo here

<Insert Name of Club>

Position Description - Working with Children Check Administrator

JOB TITLE:

Working with Children Check Administrator

OBJECTIVE:

The [Office of Children's Guardian](#) is the NSW state government body responsible for the administration of the NSW Working with Children Check legislation.

The NSW Working with Children Check legislation was introduced in 2013 requiring all organisations providing services to children to collect and verify WWCC's.

RESPONSIBILITIES:

- Liaise with committee to identify all child related roles in the club. These will include Coaches,



(NSW) Working With Children Check

Who needs one?

- Any person receiving remuneration for working in a child related role.
- In football this can include anyone filling a paid role (TD, paid coach, paid canteen manager, referee co-ordinators, NNSWF Staff).
- Any person identified as working in a child related role and ineligible to claim an exemption.

Exemptions include:

- Under 18s.
- Workers visiting NSW for a short time
- Parents and close relatives volunteering at their children's usual school and extra-curricular activities. There are three specific instances when close relatives do need a Check when they are volunteering at school or activities:
 1. providing personal care for a child with disability
 2. participating in a formal mentoring program
 3. at an overnight camp for kids.

Claiming an exemption

The Northern NSW Football Member Protection Declaration - can be found on our website for club use. [MEMBER PROTECTION DECLARATION 2022.pdf \(northernnswfootball.com.au\)](#)

Sincerely declare

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence.
4. I am not currently serving a sanction for an anti-doping rule violation under an ASADA approved anti-doping Policy applicable to me.
5. I will not participate in, facilitate or encourage any practice prohibited by the World Anti -Doping Agency Code or any other ASADA approved anti-doping Policy applicable to me.
6. To my knowledge there is no other matter that FFA or NNSWF may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me in a paid or voluntary position.
7. I will notify the President, General Manager or CEO of the organisation(s) engaging me immediately upon becoming aware that any of the matters set out in clauses 1 to 6 above has changed.

Declared in the State of New South Wales on/...../..... Signature



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Verification portal with the OCG

- Every child focused organization in NSW must have a verification portal with the OCG with up to date information from the club – club delegate, phone number, email address.
- By legislation every WWCC must be verified through the club's verification portal.

Verification portal – FAQ's

- Why do I need to have a Verification Portal? I can verify through the parent Portal!
- How does the verification system work?
- What happens if a verified person in my club is added to the barred list because they have broken a law (against a child)?
- Do I need to update my club's contact details in the portal when we change committees?
- Do I need to verify every WWCC every year?
- Do I need to notify OCG if a person has stopped coaching/working at my club?
- What happens if I don't verify WWCC's? Is there a fine?

WWCC Spreadsheet

Verify Checks online

- When an employee or volunteer provides the employer with their renewed check number, this must be verified online by the employer.

Go to [The Office of Children's Guardian](#) click on the Working with Children Check TAB. Then take the "Log in and verify" dropdown on the right side of the page

- Verifying is the only way we (OCG) can notify an employer if a person working in an organisation has been barred from working with children.
- When an employer verifies, they will receive an email notification which should be retained for records.

Verification must occur before the worker commences child-related work									
Verify at: https://wwcheck.cyp.nsw.gov.au/Employers/Login					User Name:		Password:		Please Keep Records for 7 Years
Employee Name	Contact Number	Date of Birth	WWCC Number	Verification Date	Verification Outcome	Verified By	Expiry Date	Paid or Volunteer	Job Title (eg Coach, Manager TD)

(NSW) Applying for a WWCC

There are two options for applying for a WWCC. Volunteer WWCC are free. Paid WWCC have a fee of \$80:

- Apply online to receive an Application Number. Verification can be completed on an Application Number: [New Application - NSW Working with Children Check](#)
- Take your application number and proof of identification to a Service NSW outlet to be converted into a WWCC number. This is sent to the applicant by email.

Developing child safe clubs

- The Working With Children Check alone is only effective in protecting children and young people from identified, known, convicted offenders.
- Barred people live in our community. They will not identify themselves and may have children / step children registered.
- Hence the reason that we need to continue educating the football community and encouraging all stakeholders to develop Child Safe strategies that are effective in their community and at their venue.

What can you do?

Risk Management:

Every organisation (football club) should consider the risks associated with their core business and be willing to make changes that minimise risk.

- Include risk management / child safe as an agenda item for monthly meetings.
- Assess / audit current child safe practices.
- Never allow junior / youth teams to train alone.
- Report on status of WWCC's to the committee.
- Screen coaches / managers. If not collecting / verifying WWCC's collect a member protection declaration. Interview applicants if necessary.
- Make changes.

Resources

- [Home | Office of the Children's Guardian \(nsw.gov.au\)](https://www.childrens-guardian.nsw.gov.au/)
- <https://www.playbytherules.net.au>
- <https://northernnswfootball.com.au/club-headquarters/>





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