

WORKING WITH CHILDREN CHECKS

What does your organisation need to do?

- 1. Ensure that all relevant staff and volunteers have a valid Working with Children Check**
 - Applications for a Working with Children Check (WWCC) can be made [here](#). All staff/volunteers who have, or may have, **direct unsupervised contact** with children in your organisation should hold a valid WWCC. This includes, but is not limited to, coaches, team managers, physios, or any other support staff who may have direct unsupervised contact with children.
- 2. Appoint one person in your organisation to be responsible for administration and record keeping around Working with Children Checks**
 - Their role should be to keep clear and up-to-date records around who holds a WWCC, when these expire, and whether or not these have been verified (registered) with the Office of the Children's Guardian (OCG).
- 3. Verify (register) all Working with Children Checks in your organisation with the Office of the Children's Guardian so that you can receive any status updates**
 - WWCC's must be verified online [here](#) using the following steps. This is a legal requirement.
 - Enter your organisations username and password (or create a new employer profile).
 - Select 'Verify Working with Children Check Status' tab.
 - Enter in the last name, date of birth, and WWCC number for **each** worker/volunteer.
 - Click 'Verify'. This will generate a short report indicating the persons status.
 - Ensure that the check status is 'cleared' or 'application in progress' before allowing a person to have unsupervised contact with children. **If the check status is barred, interim barred or not found this person cannot work in a child related role.**
 - Once verified, the organisation will be notified if any child related concerns arise, or where a person becomes interim barred pending legal or other proceedings.
 - **A WWCC will need to be re-verified after it has been renewed.**
- 4. Keep thorough and up-to-date records of Working with Children Checks**
 - It is a legal requirement for you organisation to keep records of the following information;
 - Full name (including first, middle, and last name)
 - Date of birth
 - WWCC number
 - Verification date
 - Verification outcome (clearance, barred, interim barred, or not found)
 - Expiry date
 - Status of the worker (paid or volunteer)
 - The OCG have a range of templates such as the example below which are available in Word and Excel formats and can be found [here](#).

| Employee full name | Date of Birth | WWC number | Start date | Verification date | Verification outcome | Expiry date | Paid or volunteer work |
|--------------------|---------------|------------|--------------|-------------------|----------------------|--------------|------------------------|
| John Smith | 20/09/1989 | WWC000XXE | 01 July 2015 | 30 June 2015 | Cleared | 28 June 2020 | Paid |
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| | | | | | | | [SAMPLE ONLY] |

Frequently Asked Questions

Do umpires need a WWCC if they receive payment in some capacity?

Umpires generally do not require a WWCC as they do not ordinarily have unsupervised contact with children within their role. This is regardless of whether they receive any kind of payment or not.

However, if an umpire takes on a mentoring role (mentoring umpires who are under 18 years of age), then they may have unsupervised contact and would be required to hold a WWCC. **Unsupervised contact with children is the determining factor in whether someone needs a WWCC**, regardless of whether someone is acting in a paid or volunteer capacity. If an umpire also has other child related roles within your organisation (e.g. coaching) they will need a WWCC.

Is this for clubs too? Or just associations?

All child related organisations including clubs and associations are required to comply with the WWCC scheme. It is important that associations pass this information along to clubs and help them to understand their obligations with regards to WWCC's, verification, and record keeping.

Why do organisations need to verify WWCC's?

Verification is arguably the most important step of the WWCC system as it informs the OCG that a particular person works or volunteers in your organisation and ensures you can be contacted.

Where a WWCC has not been verified, an organisation will not be notified if any issues arise during the period within which the check is valid. This may mean that a person can continue operating in a child related role despite them actually being interim barred from working with children. Verification ensures that your organisation will be informed if there is any change in the status of a WWCC.

Do WWCC's align with the Child Safe Standards scheme?

By maintaining, verifying, and keeping clear and up to date WWCC records organisations will be working towards [Standard 5 – People working with children are suitable and supported](#). If you would like some more information about the OCG's Child Safe Standards please [click here](#), or contact Child Safe Officer (Sport), Matt Sibley, Matt.Sibley@ocg.nsw.gov.au.

What additional resources are available to help organisations with the WWCC process?

To understand more about WWCC's, verification, and record keeping [click here](#). If you have any further questions, please contact the Netball NSW Policy and Member Protection team at policy@netballnsw.com.