

NEW WORKING WITH CHILDREN CHECK

10 May 2013



This information was recently outlined at the Admin Forum held at FNSW on 9 May 2013. This notice is provided for the information of all clubs, associations and branches.

NEW WORKING WITH CHILDREN CHECK – Commences 15 June 2013

The new Working with Children Check regulation and processes will commence on 15 June 2013.

Overview of the new Check and how it will apply to football:

- New Check commences 15 June 2013
- Paid workers
 - The Check requirements will apply to **new paid workers** as from 15 June 2013.
 - A new FNSW Member Protection Declaration will apply to all new and existing paid workers from 15 June 2013 in accordance with the FFA Member Protection Policy.
- Volunteers
 - The Check requirements will apply to all **volunteers** from 1 January 2015.
 - A new FNSW Member Protection Declaration will apply to all new and existing volunteers from 15 June 2013 in accordance with the FFA Member Protection Policy.
- Child related roles

The new Check will apply to persons in what is deemed to be a Child Related Role, these include:

 - Coaches, Managers, Assistant Coaches, Assistant Managers, Trainers, Referee coaches and Referee mentors and educators
 - And any other person working in a face-to-face role with children under 18 years of age.
- Exempt from Check

The following are exempt from the new Check:

 - Referees – who only have a role as a referee of football games
 - Canteen workers and volunteers
 - Children under 18 years of age
 - Parents & relatives coaching or managing their own child/relative's team
- Current processes and documents (pre-15/6/13)
 - The current WWCC process will cease operation on 15 June 2013
 - The current forms will cease to operate and should not be used
 - Forms that people have signed prior to 15/6/13 still need to be held by clubs for 3 years from date of signing.
- **'New' FNSW Member Protection Declaration**
 - Applies to all paid and volunteer child related positions in football as from 15 June 2013.
 - There are no exemptions from signing the new FNSW Member Protection Declaration.

NEW WORKING WITH CHILDREN CHECK PROCESSES

- Clubs, Associations and Branches must first register as a Child Related Employer (from 15/6/13)
- MPIO at each club will be responsible for dissemination of information.
- A register of WWC clearances will need to be maintained by the club/assoc.

Working with Children Processes as from 15 June 2013 will be:

1. All workers and volunteers will be required to sign a FNSW Member Protection Declaration
2. Club directs worker to complete the on-line WWCC application form at www.kids.nsw.gov.au
3. Applicant will complete & submit the form on-line and will receive an application number.
4. Applicant then attends a Motor Registry with proof of ID and their application number.
5. Applicant will pay a fee of \$80 if they are a paid worker; (will be free for volunteers & students)
6. Motor Registry will conduct a background check on the Applicant.
7. If cleared to work with children the applicant will be issued with a WWC Number.
8. Applicant provides this number of their application form to the Club/Association/Employer.
9. Club enters the applicant's name and WWC Number onto a nominated website and if cleared the club is clear to engage that person in work with children aged under 18.

Football NSW will be providing information, links, resources and the new MP Declaration on the FNSW Member Protection webpage in readiness for commencement of the new Check on 15 June 2013.

TRAINING AND EDUCATION

- Free webinars are available on-line
- Free information sessions are available at various locations across NSW
- Football NSW will be hosting a free information session. Further details to be advised.

FURTHER INFORMATION & LINKS

A link to the Employer Booklet and other webpages are provided to assist in understanding the new requirements and processes.

LINKS:

- [Information for Employers Booklet](#)
- [New WWCC Factsheets](#)
- [Information & Training sessions](#)
- www.kids.nsw.gov.au

For further information please contact Michelle Hanley, FNSW Risk Manager on **REDACTED**.