



## The Working with Children Check

### Frequently Asked Questions

The WWC Check is a Government requirement that applies to persons who work or volunteer with children (u18).

It checks the background of persons who work or volunteer with children in schools, child care centres, community groups, Churches and other organisations.

In April 2015, Sporting Clubs will be phased in to the new legislation.

#### **Q. Who requires a WWC Check in 2015?**

- Paid and volunteer Coaches and Managers of teams with players u18 years
- Persons who help with an activity or program involving children u18 years
- Board or committee members who assist with the delivery of activities or programs for children u18.
- Persons who mentor children under 18 years.
- Umpire coaches, umpire mentors, umpire assessors if they work with u18's.

#### **Q. Who is exempt from the WWC Check?**

- Persons under 18 years of age
- Umpires who only umpire games
- Volunteer parents who coach or manage their own child's team
- Volunteer who only coaches or manages a close relative's team
- Canteen managers, canteen workers, caterers
- Grounds persons

#### **Q. Are teachers, police officers, doctors, nurses or anyone else exempt from the WWC Check based on their employment or position in the community?**

No, people in these roles are NOT EXEMPT from the WWC Check requirements.

#### **Q. Do I need a WWC Number if I voluntarily coach or manage my child's team?**

No, if you are a volunteer and only coach or manager your own child's team you are exempt from the WWC Check.

**Q. What if I voluntarily coach or manager my own child's team but also coach or manage another team that does not have my own child or a close relative in it?**

Then you must obtain a WWC Check.

**Q. What if I am paid to coach my own child's team?**

If you are in any paid coaching or child related role you must obtain a WWC Check.

**Q. What is the definition of a paid worker?**

For the purpose of the WWC Check, any form of payment is deemed to be paid including wage, salary, honorarium, lump sum payment, out of pocket expenses and includes payment in cash or kind such as discounted player fees.

The only payment that is not paid (for WWC purposes) is where a person makes a claim for expenses and reimbursement is paid in exchange for a receipt.

**Q. What if someone refuses to apply for a WWC Check or provide a WWC Number?**

They cannot work or volunteer with children under 18 years.

**Q. Where can I get my WWC Number from?**

Apply on-line for a WWC Check at [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au).

**Q. I applied for my WWC Check on-line and received an APP Number, what is this?**

It is your application number. You must now take your APP number and proof of ID to the nearest motor registry. If you are in a paid position the WWC Check will cost you \$80 and is payable at the motor registry. If you are a volunteer, the WWC Check is free.

**Q. I have received my WWC number by email, what do I do now?**

Provide your WWC number to your club and keep your WWC Number on file. Consider keeping it recorded in your mobile phone as well, as you will be asked to provide a WWC Number if working or volunteering at a club or school or any child based organisation.

**Q. Do volunteers need a WWC number?**

Yes, volunteers in sport will need a WWC Check and a WWC number if volunteering from April 2015.

Some persons are exempt from the WWC Check, refer to the exemption information in the section above.

**Q. Do existing employees need a WWC number?**

Yes, existing employees will need to provide their employer with a WWC number in 2015.

**Q. Who has introduced this new WWC Check?**

NSW State Government. For more information visit [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)

**Q. What is a Child Related Role?**

Coaches, Managers, Assistant Coaches, Assistant Managers, First Aiders, Trainers, Umpire coaches. Umpire Assessors, Umpire mentors, any other role that involves working or volunteering face-to-face with children u18 years is a child related role.

**Q. Does a club have to be registered for the WWC process?**

Yes, a club needs to be registered to enable them to verify WWC numbers on-line. To register go to [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)

**Q. Does our club have a WWC Employer Number?**

No, the current system does not issue employer numbers.

**Q. Does our club have to verify our volunteer’s and worker’s WWC Numbers?**

Yes, this is a legal requirement and the most important part of compliance for clubs. Clubs must also keep a keep a record of that verification on file.

**Q. Where does our club record the verifications as we do them?**

Keep a record in a folder of this information:

Full name	Date of Birth	WWCC Number	Expiry date	Date of verification	Verified by	Outcome
-----------	---------------	-------------	-------------	----------------------	-------------	---------

Keep this record up to date at all times as clubs may be audited to ensure compliance. Government fines can apply for non-compliance.

**Q. How does our club verify WWC Numbers?**

To verify WWC Numbers you will need the person’s WWC Number, Surname and Date of Birth.

To start verifying visit [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au) and select *Start Here* then select *Employer Login & Verify*, enter your Username and Password and start verifying. It’s a simple process.

**Q. Our club only has volunteers, when do we start verifying WWC numbers?**

All clubs must verify WWC numbers for their volunteers and workers from April 2015.

**Q. How long does my WWC Check last for?**

A WWC Check lasts 5 years before it is renewed.

**Q. Can I use my WWC Number in another organisation?**

Yes, a WWC Number applies across all sectors for all roles.

**More Information** from the Office of the Children's Guardian can be found here:

Website: <http://www.kidsguardian.nsw.gov.au/>

Phone: 02 9286 7219

Email: [check@kidsguardian.nsw.gov.au](mailto:check@kidsguardian.nsw.gov.au)

Julie Stafford  
Community Engagement Manager  
Cricket NSW  
February 2015