



Dear Members,

In June 2013 significant changes were introduced to the Child Protection and Working with Children requirements which apply to all touch football club, affiliate or regions, affiliates, regions and their members.

The purpose of these changes by the NSW State Government is to improve the safeguards and child protection processes that help to keep touch football safe and enjoyable for all participants.

All club, affiliate or regions must now comply with these 2 (two) new requirements and implement these requirements within their membership.

New NSWTA Member Protection Declaration – must be completed by volunteers & paid persons up to April 1 2015 and then for any person whom is exempt from the Working with Children check.

1. A Member Protection Declaration **must** now be completed and signed all coaches, managers, trainers, referees, canteen managers, tour chaperones, tour managers and any person in face-to-face role who works or volunteers with children under 18 years at any football club, affiliate, or region.
2. All completed Member Protection Declarations must be collected by the club, affiliate or region and held on file by the club, affiliate, or region for 3 years.
3. Member Protection Declarations can be held by club, affiliate, or regions, either electronically or manually. Electronic files must be a scanned copy of a fully completed MP Declaration.
4. The MP Declaration is a new form introduced by NSW Touch Association in accordance with its Member Protection Policy.
5. The MP Declaration is not part of the Working with Children Check legislation. The WWC requirements are separate to this.

The Declaration is available on the <http://www.nswtouch.com.au/policies/>

New Working with Children Check – must be obtained by all new paid persons working with children from April 1 2015





1. The new WWC Check applies to all new paid workers who are in direct face to face contact with children under 18 years. Including paid coaches.
2. Persons must now hold a WWC Number to be able to work with children in a paid or volunteer role.
3. There is now an on-line application process to obtain a WWC Check and Number. For anyone without internet access, call (02) 9286 7219.
4. To apply for a WWC Check and obtain a WWC Number [click here](#)
5. This requirement will apply to volunteers in sport from April 1 2015.
6. This is a requirement of the NSW State Government and replaces the old WWC Check.
7. The old Volunteer Declarations and WWC Check paper forms no longer apply.
8. Affiliates and Regions must also register as a child related employer and then verify the WWC numbers of any persons working with children within their membership. Visit the [WWCC website](#) to register.
9. Affiliates and Regions must keep a register off all child related employees to ensure they have verified the WWC numbers of any persons working with children within their membership. These records must be kept for a period of seven years post engagement. The template on the NSWTA Website includes all the required information Affiliates and Regions Must Keep. See [NSWTA Database Template](#)

For all WWC Check information visit [WWCC website](#)

Additional information is also available on the [NSWTA Website](#)

How to apply for a Working with Children Check and obtain a WWC Number

It is now a legal requirement that all new employed persons working with children in NSW must hold a valid Working with Children Number and provide that number to their employer (club, affiliate or region, affiliate, region) before they can commence working in a paid role with children (under 18 years).

Follow these steps to apply for a WWC Check and receive a WWC Number:

Step 1: Apply for a Working with Children Check by completing the [on-line Application Form](#) to access the application form and information. Ensure you provide your legal name and provide correct information on the application.

Step 2: Once you apply you will receive an Application (APP) number by email from the Office of the Children's Guardian.

Step 3: Attend your nearest Motor Registry and provide to them:



- 1) Your APP number.
- 2) Proof of Identification.
- 3) \$80 fee for your WWC Check if employed, free if a volunteer.

Step 4: Service NSW will issue a receipt and within 1 - 2 weeks you will receive an email from the Office of the Children's Guardian containing a letter with your WWC Number.

Step 5: Provide your WWCC Number to your employer (club, affiliate or region) as soon as it is received.

Step 6: Once your club, affiliate or region has verified your WWC number on-line at Office Of Childrens Guardian [Employer Portal](#) they will advise you when you can commence working with children.

It is now illegal in NSW for:

- Any person to commence working in a paid role with children (under 18 years) without providing their employer (club, affiliate or region) with a valid Working with Children Application Number (finalised at a Service NSW office) or Working With Children Clearance Number.
- Any employer (club, affiliate or region) to allow a person to commence working in a paid role with children (under 18 years of age) before obtaining and verifying a valid Working with Children Application Number (finalised at a Service NSW office) or Working With Children Clearance Number.

Note:

- The new WWC Check was introduced in June 2013 by NSW State Government and replaces the old paper based WWC Check.
- The new WWCC applies to all people in all sectors starting a new paid role working with children.
- A WWC Number is valid for 5 years and can be used in any capacity when working or volunteering with children in any club, affiliate or region or organisation, including schools and Government sectors.
- Workers should keep a record of their WWC Number in a safe place.
- Previous WWC Checks, clearances and forms are now voided and no longer apply.
- There are no exemptions from a WWC Check for new paid employees who work with children.
- All new employees must hold a valid WWC Number.
- Employers (including club, affiliate or regions and associations) with paid people working with children must be registered for the new WWC Check. [Click Here](#) to register.
- Employers (including club, affiliate or regions and associations) must verify an employee's WWC number and retain record of all verifications on file.

Visit the NSWTA webpage for a verification template.

For further information about these requirements visit [Office of Childrens Guardian](#) or phone the Working with Children Check hotline on (02) 92867276 or (02) 92867295.

Yours sincerely,



A handwritten signature in black ink, appearing to read "Dean Russell".

Dean Russell
General Manager