



## **Working With Children Check Information**

NSWISA has a strong interest in keeping children safe whilst involved in activities associated with our sport. We have committed to becoming a child safe organisation and assisting our associated clubs apply child safe measures. One of the key components of our commitment to becoming a child safe organisation is to ensure that our volunteers obtain a Working with Children Check. The *Child Protection (Working with Children) Act 2012* and the *Child Protection (Working with Children) Regulation 2013* define volunteers working for a sporting association or club as engaged in child-related work. NSWISA has determined that ALL volunteers must undergo this process due to the age of our competitors and the nature of the sport and the environment. We are committed to ensuring that our sport is a leading child safe organisation.

A Working with Children Check is a requirement for anyone working or volunteering in child-related work. It involves a national criminal history check and a review of workplace misconducts. The Working with Children Check provides employees or volunteers with a five year clearance to work with children, or a bar against working with children. This process is a portable and can be used for ANY paid or unpaid child-related work in NSW whilst it is valid. This is a free process for those who are volunteers, however, if a volunteer also works in a paid position in a child-related field then they must pay the \$80 fee. This includes volunteers who are also teachers, nurses, professional sport coaches etc.

NSWISA and its associated clubs will require **all** committee members and volunteers to obtain a Working with Children Check. The clubs will be responsible for maintaining a database of their volunteers including full names, their birth dates and their WWCC numbers (including their expiry date). The database of WWC information must be shared with the NSWISA Member Protection Officer at the beginning of each new committee year (after the AGM). All information obtained by NSWISA and our associated clubs must be kept private and confidential under the *Privacy and Personal Information Protection Act 1998*. This means that:

- Only information relevant for the Working with Children Check may be requested and must only be accessed by an authorised person. This should only be the executive of a committee and the Member Protection Officer.
- Information must be stored securely. The records cannot be altered or forged in manner. Each club should have a policy in place for determining how these records should be recorded, maintained and accessed.
- It is important to note that only a person's clearance for child related employment is visible to an employer during this process – we have no access to a person's legal or employment history.



## *New South Wales Ice Skating Assoc Inc*

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### **Volunteers:**

- Go to Office of the Children's Guardian website (<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>)
- Click on the blue Start Here button
- Click on "Apply for your check"
- Fill in the form and obtain a provisional number (this number can be used by the volunteer until the process is completed)
- Take the provisional number and identification to a Service NSW centre
- Provide their final WWC number and expiry date, together with their full name and birth date to the club committee

### **Employers (Clubs and NSWISA):**

- Register the organisation by filling in an online form to create an online profile with the Office of Children's Guardian: [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check)
- Request all committee members and volunteers to obtain a WWC number and maintain a database of information including their full name, birth date, WWC number and expiry date and position within the club (eg. President, volunteer)
- Verify each volunteer's WWC number through their online profile with Office of Children's Guardian. Member Protection Officers may not self-verify and therefore it is recommended that 2 committee members are registered for verification purposes, eg. Member Protection Officer and either President or Secretary of the club – This verification step is a legal requirement of the clubs and MUST be undertaken each time a new WWC number is provided to the clubs
- Provide an updated copy of the database to NSWISA Member Protection Officer each year within 1 month of the AGM

This is a very easy and simple process to undertake. Please ask the NSWISA Member Protection Officer for clarification of information if needed or alternatively check the Office of Children's Guardian website as it is very comprehensive. Whilst we appreciate that initially this will appear a daunting and unnecessary requirement, it is important to understand this is now a legal requirement and will be an auditable process.



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**Useful Links:**

Office of the Children's Guardian: <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

NSWISA

MPIO – Sarah Webster