

19 August 2016

Dear Member Clubs

Each year the Office of the Children's Guardian (OCG) Compliance Team for Child Safe Organisations undertakes audits of the work sectors phasing in that year according to the legislated schedule for compliance with the Working With Children Check (WWCC).

This year they are auditing Clubs or other bodies work sector, which includes all sports, community groups, local councils, recreation, culture, and dance activities. There are over 6,000 employer registrations in this work sector.

For their audit work they have taken a dual approach this year. Apart from registering as an employer, **the second and very important step for an employer to do is to verify online their employees' WWCC status.**

This links employers and employees in their system and should they receive a Police alert and undertake a risk assessment and bar an employee, they then know the employer to contact to make sure that person is removed from working with children.

Although it is a legal requirement unfortunately this step is where many employers fall down. So the first part of OCG's audit program is to contact these employers and obtain their verification compliance. This is an ongoing job because employers are registering all the time.

The second part of their audit work involves contacting peak organisations, such as Golf NSW, to find out how we manage our WWCC obligations, e.g. state, district, club level or other professional capacity.

OCG are gradually identifying and contacting all sport peaks and have started with football codes and some other sports such as netball.

Whichever level, they ask for a list of members in child-related work and match this list to the registrations in their system and then contact those not registered.

We have also noted that when contacting some golf clubs they have said the WWCC is the responsibility of the golf professional and not the club. To know that all golf professionals coaching children are compliant with the WWCC, OCG would need a list of their full names and date of birth. It is likely they would contact the PGA in MyGolf Programs to obtain such a list rather than approach golf clubs per se.

However, many PGAs do not list who they are aligned with or are employed with (e.g. Golf Club Name). They are currently reviewing a list of golf clubs with the names "golf" in their name that are registered with OCG for the WWCC.

We have noticed that your club has junior members, however are not listed in the register of Child Safe Organisations. Employers, including sports clubs and associations, are required to verify their staff and volunteers who work with children. All WWCCs can be verified through the new online system. This is a very simple process.

The first step is to *Register* your organisation by following the steps below. Once this is complete, you can verify a staff or volunteer member by entering their WWCC or APP (WWCC Application) number, family name and birthdate.

## FIRST: REGISTER YOUR ORGANISATION

**Step 1:** Go to the OCG website <http://www.kidsguardian.nsw.gov.au/>

**Step 2:** Click on the 'Working with children's check' icon at the top of the page.

**Step 3:** Go to 'For Employers' section and click on 'Register' (or follow the link below)

<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check/apply/apply>

**Step 4:** Go to 'Employer registration' and click on 'Register as an employer' (This is where you will find the registration form.)

**Step 5:** Fill in your organisations details

**Step 6:** Submit.



## SECOND: VERIFY YOUR EMPLOYEE (PAID/VOLUNTEER)

**Step 7:** *Verify* each employee by following the same steps except at step 4- Click on 'Employee log in and verify' and it will look like the image below. Enter the Family Name, Birthdate and WWCC # or Application number.

**Verifying**

Employer log in and verify

Verify Working With Children Check status


Enter employee or volunteer details below. Check correct spelling. You must enter either a Working With Children Check number or an Appcc number. Numbers must start with WWCC or APP.

Family name \* Birth date \* Working With Children Check number Application number


Log in Add Verify

- Under the new check all applicants will be continuously monitored for new offences. **If you fail to verify workers, we will not notify you if one of your workers becomes barred**

**Remember** verifying a worker is the only way to connect their details with your organisation and the only accurate way to know whether or not they have a current, valid WWC number



NSW Office of the Children's Guardian



For any queries please contact the Office of the Children's Guardian on: 8219 3600 or email: [kids@kidsguardian.nsw.gov.au](mailto:kids@kidsguardian.nsw.gov.au)

To view the latest Child Safe Training Workshops go to:

<http://www.kidsguardian.nsw.gov.au/working-with-children/child-safe-organisations/child-safe-organisations-training>

**Upcoming (free) training sessions include:**

<a href="#">Goonellabah - Child Safe Workshop</a> <b>Venue:</b> St Carthage's Community Care 3 Jubilee Ave, GOONELLABAH, NSW <b>Date:</b> 23 Aug 2016 <b>Time:</b> 10:00 AM - 4:30 PM	<a href="#">Ballina - Child Safe Workshop</a> <b>Venue:</b> Ballina Surf Club Function Room - Jullum Room, Lighthouse Parade, Ballina, NSW <b>Date:</b> 24 Aug 2016 <b>Time:</b> 10:00 AM - 4:30 PM	<a href="#">Byron Bay - Child Safe Seminar</a> <b>Venue:</b> Cavanbah Centre 249 Ewingsdale Road, BYRON BAY, NSW <b>Date:</b> 25 Aug 2016 <b>Time:</b> 10:00 AM - 1:00 PM
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Other sessions include: [Goulburn](#) (21/9), [Rooty Hill](#) (27/9), [Tweed Heads](#) (11/10), [Yass](#) (13/10), [Batemans Bay](#) (20/10), [Nowra](#) (21/10), Lake Tabourie (22/10), [Nyngan](#) (27/10), [Penrith](#) (2/11/), [Cowra](#) (9/11), [Orange](#) (10/11), [Coffs Harbour](#) (15/11), [Sutherland](#) (17/11), [Corrimal](#) (25/11), [Belmore](#) (30/11), and [Sydney](#) (6/12).

If you do not wish to receive Child and Member Protection related information, can you please direct me to the best person in your club to contact, ideally a Member Protection Information Officer (MPIO).

Thank you kindly for your support.

Warm regards

Mitsie

**Mitsie Kent**

Communications & Member Protection Information Officer



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