

WORKING WITH CHILDREN CHECK



**NSW
ATHLETICS**

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1. Background

The [Child Protection \(Working with Children\) Act 2012](#) and the [Child Protection \(Working with Children\) Regulation 2013](#) legislation was developed to better protect our children and means that, unless a specific exemption applies, a valid Working with Children Check (WWCC) clearance must be held by workers, volunteers, and any other roles with direct contact with children.

A WWCC is a prerequisite for anyone in child-related roles, either paid or voluntary. In July 2018 changes came into effect to the Working with Children (WWC) scheme. These were made through the Child Protection (Working with Children) Amendment (Statutory Review) Act 2018. The changes impact Acts and Regulations above, except the Adoption Regulation 2015. There were also changes made to the NSW child protection legislation on 25 October 2016.

The WWCC is managed by the Office of the Children's Guardian (OCG) and involves a national criminal history check and review of findings of workplace misconduct. The result of a WWCC is either a clearance to work with children for five years, or a bar against working with children. Cleared applicants are subject to ongoing monitoring, and relevant new records may lead to the clearance being revoked.

2. Policy Statement

Anyone holding the following positions at NSW Athletics or any NSW Athletics Club is required to hold a valid WWCC, before commencing in that position, and at all times whilst holding that position:

- a. Club Executive Committee Members
- b. Club General Committee Members
- c. NSW Athletics Board of Directors & NSW Athletics Staff
- d. Zone Coordinators
- e. Coaches & Officials
- f. Age Managers/Age Marshalls
- g. Any employee (paid or unpaid) of the organisation i.e. photographers; uniform officers; canteen coordinators (if they are not appointed committee roles).

All WWCCs must be verified with the OCG before the individual can commence in that position.

Individuals (e.g. parents or carers) who may volunteer or be called upon to support activities from time to time (such as general parent helpers at a club or a championship event), and who in the course of providing that support do not engage in regular activities that place them in one-on-one contact with children, are not required to hold a WWCC.

3. WWCC Requirements

The WWCC is a prerequisite for paid and unpaid child-related work. Under Part 2, Section 6 of the Child Protection (Working with Children) Act 2012, child-related work is defined as work in a specific, child-related role or face-to-face contact with children in a child-related sector.

NSW Athletics Clubs are to comply with the following:

1. Appoint a suitable person to manage WWCC matters within the Club, ensuring continuity of the account holder and that all account details are securely handed over to the current Committee when roles change.
2. Ensure that your Club is registered as an employer for the WWCC website. (see section 5).
3. Identify all child-related roles within your Club as people in these roles will require a WWCC. Child-related roles in Athletics are:
 - a. All paid roles that involve working with children under 18 years of age; and
 - b. All roles listed in section 2 of this policy.
4. Notify all persons in child-related roles that they must apply for a WWCC and provide their WWCC Number to your organisation.
5. Collect, verify and store WWCC information for all required personnel. Recording and maintaining WWCC details may be done in one of two ways:
 - a. In RevSport for your club as follows:
 - i. The club must ensure all individuals working or volunteering in child-related roles have a current WWCC number recorded against their member profile in RevSport;
 - ii. The club must ensure the relevant details, including verification date, WWCC expiry date and verification outcome, are recorded and maintained within RevSport.
 - iii. Members may enter their WWCC number within their individual RevSport profile at the time of registration or at any time thereafter.
 - b. Create a Verification Records Spreadsheet for your organisation as follows:
 - i. List the names and dates of birth of all persons working and volunteering with children; and
 - ii. Ensure the relevant details, including verification date, WWCC expiry date and verification outcome, are recorded next to the name of each person.

6. In order to ensure WWCC information (including personal information) is maintained securely, it is **strongly recommended** that all clubs store their WWCC verification records within RevSport (as per 5a above). Enabling membership classes (e.g. Parent Helper membership) at your club will be required to allow adults to register (e.g. Age Managers) to enable this methodology.
7. It is the club's responsibility to verify the WWCC of club positions. NSW Athletics will verify the WWCCs of all other personnel.

4. Who is Exempt from Needing a Working with Children Check?

The exemptions relevant to Athletics include:

- Children (under the age of 18)
- A visiting speaker, adjudicator, performer, or other similar visitor for a one-off occasion, in the presence of one or more other adults
- Parent/guardian spectating at an event, carnival or Club running day/night

Please note that, while legislation may allow exemptions for parents/guardians volunteering when their own child is present, this exemption does not apply to NSW Athletics. Any individual who fulfils one of the roles outlined in section 2 of this policy (irrespective of whether they are a parent of a participating child or not), requires a valid WWCC.

5. The Working with Children Check Verification Process

The process for Clubs to verify and maintain WWCC information is:

1. **Register as an 'employer' with the OCG at this link:**
 - a. <https://www.ocg.nsw.gov.au/child-safe-organisations/working-with-children-check>

2. **Identify who will need a WWCC**

Notify all persons in child-related roles that they must apply for a WWCC and provide their WWCC Number to your organisation.

3. **Verify the WWCC Number**

- a. **Go to the Working with Children Check website.**
- b. Enter the worker's Surname, Date of Birth and WWCC Number and select Verify
- c. You should then receive a verification outcome, (refer to the table in item below).

4. **Record the WWCC details**

It is essential to record the verification date, WWCC expiry date, WWCC (or Application Number) and verification outcome after each online verification as the OCG does not store this information on their system for later recall. This information should be recorded either in RevSport against the individual member profile or within the Verification Records spreadsheet.

5. Appoint, or remove an individual depending on the outcome of the WWCC verification

Status	Meaning
Cleared	This applicant has a WWCC clearance that is valid until the listed expiry date
Barred	The applicant has been barred from working with children and it is an offence to engage this person in child-related work or roles
Interim barred	The applicant has been barred from working with children during the course of a risk assessment. It is an offence to engage this person in child-related work or roles
Not found	The database cannot find a matching WWCC for any one of these reasons: • The data entered for verification (name, date of birth and WWCC number or application number) has errors; • The person's application has been withdrawn or terminated without an outcome; • The person has not completed an application for a WWCC (filled in the online form, presented proof of identity and paid any applicable fee). • In all of these cases, it is an offence to engage this person in child-related work or roles.
Expired	The person's WWCC has expired. You must not employ this person in child-related work until you can verify that they have a valid/current WWCC clearance.
Closed	The person's application for a WWCC has been closed and is no longer being progressed. You must not employ this person in child-related work. If eligible to do so, they need to re-apply for a WWCC and provide you with a WWCC application or clearance number.

6. Remove anyone in a child-related role should their 'cleared' status change at any time.

The WWCC is valid for five years and during this time, cleared applicants will be subject to ongoing monitoring.

If a relevant new record appears it may lead to a person becoming barred before their WWCC five-year expiry date. If this happens, the Club will be notified using information supplied during the online verification process. If the Club has not verified the person online, the OCG may not be able to notify immediately if a person is barred.

If the OCG sends a letter advising the Club that a current employee/volunteer has become barred (or has an interim bar) they must immediately remove them from child-related work. It

does not matter whether they are paid or unpaid, supervised or unsupervised. In this event, the club must also advise NSW Athletics.

7. Provide the verification data to the OCG in the case of a Club audit

The OCG will perform random audits. It is expected that they will be checking that organisations have a good understanding of who needs a WWCC and that these people are not undertaking any child-related work until their online verification has been completed. If the OCG requests the Club's WWCC records, the Club will need to provide them with:

- Member's full name
- Member's date of birth
- Member's WWCC Number (or Application Number where appropriate)
- The verification date
- The WWCC's expiry date
- The verification outcome
- Whether they are a paid or volunteer worker

8. Monitor WWCC records

Records need to be continually monitored to ensure that those in child-related roles renew their WWCC before their current WWCC expires.

6. Further Information

- Office of the Children's Guardian: Working with Children Check <https://www.ocg.nsw.gov.au/child-safe-organisations/working-with-children-check>
- Child Safe Standards <https://www.ocg.nsw.gov.au/child-safe-organisations/training-and-resources/child-safe-standards>
- NSW Sport and Recreation: Member Protection: [Member protection | NSW Government](#)
- Play by the Rules: <http://www.playbytherules.net.au/>
- NSW Government Communities and Justice: Keep them Safe – <http://www.keepthemsafe.nsw.gov.au/>