

In accordance with the Child Protection (Working with Children) Act 2012, the safety, welfare and well-being of children and, in particular protecting them from child abuse, is the paramount consideration in the operation of this policy and the Working With Children Check procedures.

A Working With Children Check is a requirement for people who work or volunteer in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct.

The result of a Working With Children Check 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.

The intent of this policy is to ensure that all members of the New South Wales Weightlifting Association (NSWWA) over the age of 18 who work or volunteer in a role where they come into contact with children are cleared to do so.

In order to work with children as either a coach, team manager, team support personnel or a technical official in a paid or volunteer capacity a NSWWA member must have a current Working With Children Check clearance.

The prospective employee or volunteer must:

**Step 1.** Fill in an application form from the Office of the Children's Guardian at:

<https://wwccheck.ocg.nsw.gov.au/Apply>

**Step 2.** Once the application is completed, you will be provided with a WWC Application Number.

**Step 3.** Verify your identity at a Service NSW Centre. You must appear in person, you cannot delegate this task to another person. You will need to provide your WWC Application Number and proof of identity. If your role is paid work you will also need to pay an \$80 application fee.

**Step 4.** Once your application has been processed you will be notified of the outcome by email or post. If the notification clears you to work with children you will be provided with a clearance number. You must then provide this WWC check clearance number to NSWWA.

**Step 5.** NSWWA will then check the validity of the clearance and keep a record of the outcome.

## Definitions

<b>Role</b>	<b>Definition</b>
Child	An individual who is under 18 years of age
Coach	The Coach is a person involved in the direction, instruction and training of the operations of a sports team or of individual sportspeople.
Team Manager	The Team Manager is someone who provides direction, instructions and guidance to a group of individuals, who can also be known as a team, for the purpose of achieving a certain goal.
Team Support Personnel	Team Support Personnel are people who assist in providing direction, instructions and guidance to a group of individuals, who can also be known as a team, for the purpose of achieving a certain goal.
Technical Official	A Technical Official is any person who controls the play of a competition by applying the rules and regulations of the sport to make judgments on rule infringement, performance or ranking.

## Nominated Contacts

Should a member of the organisation become barred, the Office of the Children's Guardian will contact one of the nominated NSWWA Board Members:

1. Linda Eades - Secretary  
info@nswweightlifting.com.au
2. Madeline Wu – Vice President  
info@nswweightlifting.com.au

## Record Keeping

NSWWA is registered as an Employer with OCG in order to access the system and verify an individual's WWC status. The OCG website is used to verify the details.

A list of members and information relating to their WWCC status is kept in a spreadsheet and is managed by the Secretary of NSWWA.

Relevant members are required to advise NSWWA of their WWC number upon joining or renewing their membership.

The membership database is reviewed regularly and any members who have altered their role will be notified of the requirement to apply for a WWCC by the Secretary of NSWWA.

## Barred Members

If any new relevant record appears that leads to the worker or volunteer becoming barred, the OCG will notify every employer who has verified the worker's WWC number.

Should the NSWWA be notified that a member is barred, either when verifying the WWCC number, or at a later date by the OCG, the member will no longer be allowed to perform any role in or around children.

The Club will be notified along with the individual of the bar.

## Communication and Support for Members

This Policy will be made available on the NSWWA website and will be emailed to all Clubs.

## Legislation

- *Child Protection (Working with Children) Act 2012*
- *Child Protection (Working with Children) Regulation 2013*
- *Child Protection Legislation Amendment Act 2015*

Policy review date: 8 March 2025