

# Working with Children Check – WWCC

## 1. CONTEXT

The Victorian Government through the Department of Justice & Community Safety introduced the “*Working with Children Act 2005*,” which had distinct implications on the conduct of Little Athletics. Revoked in 2020, the current legislation that applies to Little Athletics in Victoria is “*The Worker Screening Act 2020*”, in New South Wales the applicable legislation is “*The Child Protection (Working with Children) Act 2012*.”

The WWCC applies to adults who work with children or are engaged in volunteer roles involving children (under 18 years of age) and is the mandatory minimum standard for a range of child – related industries.

Legislation in both states is continually revised and updated and now cover all areas of administration, officiating, coaching and overnight supervision at camps and clinics. People working or volunteering in connection with Little Athletics are required to have their WWCC if they fall into a category listed below.

**If you are asked to apply for the WWCC through your connection with Little Athletics, then it is considered that your work as an employee or volunteer is vital to the ongoing success of your Region or Centre. We thank you for your ongoing assistance to provide safe environments for our children to grow.**

## 2. ROLES REQUIRING A WWCC

To ensure that the Association, Regions and Centres meet their compliance obligations, individuals occupying the following roles are required to obtain a WWCC:

- Board of Directors – LAVic; (Victorian employee check required)
- LAVic employees; (Victorian employee check required)
- Members of Committees / Working Parties – LAVic;
- Region Committee members;
- Centre Committee members;
- Club Committee members;
- Volunteers involved in communication activities to athletes via any means, including oral, written, or electronic (emails, social media, video conferencing);
- Child Safety Officers;
- Coaches & Assistant Coaches;
- Member Protection Information Officers

- Appointed Officials at State and Region level; (not parent helpers whose child is participating on the day);
- Team Managers & Assistant Team Managers;
- Volunteers without children registered at the Centre;
- Overnight Supervisors at camps/clinics/functions;
- Selectors for State Teams / Squads;
- First Aid Personnel;
- Development Officers (DO) working in schools; (Victorian Employee Check Required)
- Presenters of clinics, workshops, seminars;
- Appointed volunteers at official LAVic (not Centre) sanctioned activities;
- Officially appointed photographers at Region & State events.

**\* Note: Parents**, who have a child registered at the Centre where they work or volunteer, are **exempt** from the WWCC, unless they fall under one of the categories listed above.

#### **Volunteers who are registered teachers in Victoria**

School teachers currently registered with the Victorian Institute of Teaching (VIT) are exempt from requiring a WWCC (unless they have been issued with a 'Negative Notice' by the Department of Justice & Community Safety or are currently suspended or have had registration revoked by the VIT).

However, a registered teacher who does child-related work, other than teaching in a school or early childhood service, must notify the WWCC Unit of the person or organisation with whom the teacher is engaged by and this includes volunteering at Little Athletics. [Victorian teacher information | Working with Children](#)

#### **Volunteers who are members of the Police force**

Volunteers that are current sworn members of a State or Federal Police force do not need a WWCC but should provide evidence (badge number) of their membership.

### **3. VICTORIAN APPLICATION PROCESS**

#### **Victorian Volunteers who are not registered teachers or current sworn members of a State or Federal Police Force:**

If a WWCC application is not lodged, it is an **offence** to undertake any child-related work, paid or voluntarily in connection with Little Athletics.

The application form is only available online [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au) a passport photo is supplied free at the Post Office when you confirm your application. However, the entire process can be done online (including photo) provided that the specified ID documents including one with a photo are to hand. Volunteers receive their WWCC **FREE**, paid employees cost \$128.20, effective July 2023. This fee is adjusted each July by the Department of Justice & Community Safety.

"Little Athletics Victoria" is to be used as the name & address of the organization on the application form. **Centre addresses are NOT to be used**. Please use the template below when filling out the application form.

**"Little Athletics Victoria" – "Centre "and "Centre number"**  
 e.g.: **Little Athletics Victoria - Keilor 46**

The Address is: **Locked Bag 1011, Port Melbourne, Vic, 3207**  
Phone number: **03 9960 8600**

Once you have submitted your application form, please advise your Centre or Region the following information.

- Full name
- Application Receipt number

**For volunteers that are registered teachers:**

Registered Teachers can advise the WWCC Unit by completion and submission of a '[Teacher Notification Form](#)' online. Required information will include the nominated organisation the teacher is undertaking volunteer work for (in this case, 'Little Athletics Victoria'), the nominated Centre, and nominated email address (use [childsafel@latic.com.au](mailto:childsafel@latic.com.au)).

#### **4. WWCC Card**

When you receive your WWCC card, please advise the Centre or Region the following additional information, as well as showing your card.

- WWCC card number (different from application number)
- WWCC expiry date

A WWCC is valid for 5 years (unless revoked). Employees and volunteers must apply for a renewal 28 days prior to the expiry date of the WWCC. The renewal process is now done online through the MyCheck portal, from the link below. If registered for MyCheck, you will receive a renewal email. The details of the renewed WWCC must then be provided to the Centre.

<https://online.justice.vic.gov.au/wwccu/login.doj?next=mycheck>

Persons who hold a WWCC must advise the Department of Justice & Community Safety changes of their circumstances: including surname, address, and any additional Organisations that they work or volunteer for.

The following Code numbers relate to activities within Little Athletics.

- Overnight Camps – Code 10
- Sporting Clubs & Associations – Code 42
- Coaching / Private tuition – Code 28
- Educational Institutions – Code 44 & 46 (refer application form)

These codes should be considered when the application form is being submitted.

## 5. NEW SOUTH WALES APPLICATION PROCESS

### **New South Wales based Volunteers and Victorian based Volunteers who will do child related work in New South Wales more than 30 days in a calendar year.**

The Working with Children Check (WWCC) is a requirement for anyone who works or volunteers in child-related work in NSW. It involves a National Police Check (criminal history record check) and a review of reportable workplace misconduct.

Results of a National Police Check can take up to 4 weeks to be received.

The outcome of a check is either a clearance to work with children or a bar against working with children. If cleared, the check will be valid for 5 years, however applicants are continuously monitored.

If you're applying because you're a paid employee or self-employed, there's a fee for the WWCC. If you're a volunteer, you won't need to pay the fee.

You can apply online for your WWCC

<https://www.service.nsw.gov.au/transaction/apply-for-a-working-with-children-check>

Your Centre name and address is to be used as the name & address of the organization on the application form. Your Centre will be able to provide you with their registration number and Centre address for the application.

Once you have submitted your application form, please advise your Centre or Region the following information.

- Full name
- Application Receipt number

## 6. WWCC Card

When you receive your WWCC card, please advise the Centre or Region the following additional information, as well as showing your card.

- WWCC card number (different from application number)
- WWCC expiry date

A WWCC is valid for 5 years (unless revoked). The renewal process is now done online through the website <https://www.ocg.nsw.gov.au/child-safe-organisations/working-with-children-check> The details of the renewed WWCC must then be provided to the Centre.

## 5. VERSION CONTROL

<b>Date</b>	<b>Version #</b>	<b>Action Taken / Updates</b>
July 2019	1.1	Removal of Jetstar branding
February 2022	1.2	Revised: formatting; inclusion of reference to COVID Safe Official, online application system for Victoria and NSW requirements.
August 2022	1.3	Revised: Process for NSW WWCC, further clarification of roles requiring WWCC, update of the cost of the Victorian WWCC for those who need to apply for an employee WWCC.
September 2023	1.4	Revised: Removed reference to COVID Safe Official, update of the cost of the Victorian WWCC for those who need to apply for an employee WWCC.