



## WORKING WITH CHILDREN CHECK POLICY

The Victorian Government through the Department of Justice has introduced the "Working with Children Act 2005" which has distinct implications on the conduct of Football Federation Victoria (FFV), its' associations and all clubs playing in FFV competitions.

The WWC Check is an initiative to further improve the safety of Victoria's children when they are participating in activities. It was developed through extensive public consultation, and aims to strike a balance between protecting children under 18 years of age, promoting volunteering and safeguarding individuals' rights.

The requirement for WWC Checks commenced in April 2006. It seeks to prevent those who pose a risk to the safety of children from working with them, in either paid or volunteer work. The *Working with Children Act 2005 (Vic)* (Act) requires that some people who work or volunteer in child-related work apply for, and pass, a WWC Check.

The WWC Check now covers all areas of administration, officiating, coaching and overnight supervision at camps and clinics. Some people working or volunteering in connection with Football (soccer) will be required to apply for WWC Checks by **30<sup>th</sup> June, 2009**.

### Who Needs to Apply

Under the Act, only people seeking to engage in 'child-related work' must apply for and obtain a WWC Check. Not everyone whose work brings them into contact with children will need to apply for a WWC Check.

You need to apply for and pass the WWC Check if you meet **all** of the following criteria:

- your work or volunteer duties involves contact with children in connection with one of the 20 listed child-related occupational fields
- you volunteer or do this work on a regular basis
- you have direct contact with children under 18 years of age and are not directly supervised
- you do not qualify for an exemption from the need for a WWC Check.



To ensure that the FFV Associations and Clubs playing in FFV competitions are protected under the new system it has been decided that, **as a minimum**, the following people need to obtain a Working with Children Check, (WWC Check):

- Club or Association Executive Committee members
- Representative Team Coaches (including Zone Team Coaches for the Summer League)
- Coaches of Junior Teams
- Coaches of Senior Teams with players under 18 years of age
- Team Managers
- Overnight Supervisors at camps/clinics/functions
- First Aid Personnel

The Working With Children Check Act has some exemptions, with teachers and sworn in police officers exempt as they are checked through other mechanisms. As well as this those under 18 years of age are not required to get the check.

Under the Act, a parent who volunteers in relation to an activity in which their child ordinarily participates is exempt from a WWC Check in respect of that work. However, to help protect Associations, Clubs and its members FFV does not recognise this exemption and will require those parents that fall into one of the roles listed above to have the WWC Check and pass.

If a WWC Check application is not lodged by the due date (30<sup>th</sup> June, 2009), it is an offence to undertake any child- related work, paid or voluntarily in connection with Football.

The WWC Check is obtained by submitting an application form that is obtained from most Australia Post outlets. A passport sized photo is required when submitting the application form, along with several forms of identification. Volunteers receive their WWC Check FREE, paid employees cost \$73.90, effective 1<sup>st</sup> July 2008.

FFV advises all associations and clubs to keep a register of all persons' within their Association or Club that have had the WWC Check. Therefore, once you have submitted your WWC Check application form, please advise your association or club the following information:

- Full name
- Application Receipt number



When you receive your WWC Check card, please advise your association or club the following additional information, as well as showing your card:

- WWC Check card number (different from application number)
- WWC Check expiry date

A WWC Check is valid for 5 years (unless revoked). Employees and volunteers must apply for a renewal 6 months prior to the expiry date of the WWC Check.

The details of the renewed WWC Check must then be provided to your association or club.

Similar to a license, persons who hold a WWC Check must advise the Department of Justice changes of their circumstances: including Surname, Address and any additional Organisations that they work or volunteer for.

For more information about the WWC Checks, the Department of Justice can be contacted on 1300 652 879 or visit [www.justice.vic.gov.au/workingwithchildren](http://www.justice.vic.gov.au/workingwithchildren)

This is an FFV Policy. However, it is the responsibility of all clubs and associations to undertake the WWC Check and to be aware of their own responsibilities in accordance with these WWC Check regulations.