



## Working with Children (WWC) Check Policy Guidelines 2022

1. All volunteer coaches and managers, technical directors, committee members and any other role that involves working with children under 18 years of age are to provide their WWC number and DOB (date of birth) to the BHFC Member Protection Officer (MPO), **including** all volunteer parents or close relatives coaching or managing their own child's or close relative's team. The only exemption for this is those aged under 18 years.

2. All volunteer coaches, managers and technical directors (except those aged under 18 years of age) are to register as a volunteer on the **Play Football** website and provide their WWC number and DOB to the club MPO as part of this process. For all persons other than referees, registration will not be approved in the registration system by the administrator and will not be effective until the individual has provided WWC number and DOB to the club MPO. This process **MUST** be finalised by Round 2 of the season.

-Identification and registration as a coach/manager will not be approved for coaches and managers if they have not registered as a volunteer and provided their WWC number and DOB to the club MPO.

3. All referees are required to provide a WWC number to the Hills Referee Association. Those under 18 years of age are exempt.

4. It is the **responsibility of the club** to verify the WWC Number via the on-line WWCC verification system at [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au) and retain a record of the verification details in accordance with the requirements of the WWCC legislation.

5. It is the **responsibility of individual coaches and managers** to ensure they have complied with all child protection requirements under the WWCC legislation, and provided the required information to the MPO at BHFC, as well as registered as a volunteer coach/manager on *Play Football* website:

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

In Summary:

## IF YOU ALREADY HAVE A WWC NUMBER



Provide your WWC Number and DOB to the club MPO and self- register as a volunteer on *Play Football*.



## IF YOU LOST YOUR WWC NUMBER

To retrieve your WWC Number use the link above and then provide your WWC Number and DOB to the club MPO and register as a volunteer on MFC.

## IF YOU DO NOT HAVE A WWC NUMBER



Apply for a WWC Check online and then provide your WWC Number and DOB to your club MPO. You will receive an APP number after applying online, which you take to a Service NSW office to commence the check. You will be emailed a final WWC number (according to Service NSW website this takes 5-7 days) which you then provide to the club MPO, with your DOB.

Email WWC number and DOB after self registering as a coach/manager on MFC to:

**BHFC Member Protection Officer 2022:**

Bronwyn Henson

[childsafety@bhfc.org.au](mailto:childsafety@bhfc.org.au)

Please also include what team you are coaching/managing.

**Please Note:** If you were a coach or manager in the 2021 season and provided your WWC number, you need not supply again. If you are in doubt whether you provided or did not coach or manage in 2021 (even if you did prior years), you **MUST** provide it again