

## Working With Children Check

### Obtaining the Working With Children Check

#### Aim

NSW Water Ski Federation (NSWWSF) is committed to creating an environment that is safe for all members including Children. As part of this commitment, and in compliance with Federal and State government regulations, NSWWSF requires all persons involved in child related activities to complete a Working With Children Check (WWCC).

NSWWSF has developed a policy to assist staff, coaches, managers, judges and other officials to understand their obligations to obtain a WWCC. This policy will be fully implemented by 31 March 2016 in accordance with NSW Regulations that are now in force.

Any NSWWSF member in direct face to face contact with children must have a WWCC. This includes (but is not limited to) the following roles in our organisation

- Coaches and assistant coaches
- Managers and assistant managers
- Any competition officials that are involved in educating Children to take up official duties
- Organisers and volunteers at any overnight camp or accommodation
- Any other role that puts a person in ongoing direct face to face contact with a child

Your Division will be able to advise you whether or not you need a WWCC.

#### WWCC Application Process

Usually there is no cost to obtain a WWCC and the process is very easy:

1. Go to <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>.
2. Click on the “Start Here” button.
3. Click on “Apply for your Check”.
4. You will be applying as a Volunteer, so click “Continue and apply” in the confirmation screen.
5. Fill out the online Application form. Under “Purpose for check” be sure to select Volunteer.
6. Under “Child-related sector” select Clubs or other bodies providing services to children.
7. Be sure to provide your exact proof of identity information.
8. Click on the Next Button.
9. Read the consent forms and check the acknowledgement box.
10. Fill in the form verification letters, taking care to correctly enter upper and lower case. Click Submit.

11. The next screen will show your application receipt (the APP number) – record this number.
12. Visit a RMS Office or Service NSW office with your proof of identity and your APP number.
13. In due course, you will receive your WWCC number (this may take 1 day - several months).
14. Provide your APP number (or WWCC number if already issued) and DOB to the executive officer of NSWWSF by email to [admin@waterskinsw.com.au](mailto:admin@waterskinsw.com.au)

There is extensive information provided on the Office of Children's Guardian web site. For a full video tutorial to assist you with applying for your WWCC, please refer to <https://www.youtube.com/watch?v=HmfvQWrqMZk>.

### **Application Processing**

The Office of Children's Guardian will review all applications in detail, and there may be a significant delay in receiving the WWCC number.

### **Further Information**

NSWWSF will communicate with Divisions and Members to provide information on the latest WWCC regulations, obligations, and procedures for members to obtain their WWCC.

Further information is also available from the Office of Children's Guardian, [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au), [check@kidsguardian.nsw.gov.au](mailto:check@kidsguardian.nsw.gov.au), 02 9286 7219.