

GENERAL INFORMATION

- In NSW, the Office of the Children's Guardian requires all individuals in child related work to have a Working With Children Check (WWC).
- These only need to be completed once every 5 years.
- All Midnight Basketball Committee members are required to have a valid WWC before joining the Committee and/or volunteering at a Midnight Basketball tournament.
- All Tournament Managers, volunteers and professional roles are required to have a valid WWC Check before volunteering at a Midnight Basketball tournament.
- Legal Implications:
 - The processes outlined in this document are required by the Office of the Children's Guardian (OCG) and are in line with the *Child Protection (Working With Children) Act 2012*.
 - Non-compliance with these obligations and responsibilities may lead to exposure of civil and/or criminal action.
 - Undertaking child related work on the wrong clearance ie, receiving payment for your role and holding a volunteer clearance, is an offence and may attract a penalty of \$11,000, imprisonment for two years, or both.

VOLUNTEER AND PROFESSIONAL ROLES - GETTING A WWC CHECK

You only need to complete the check once every 5 years. More info:

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

The process to get a WWC Check BEFORE YOU VOLUNTEER/ATTEND is:

Complete the online application form <https://wwccheck.cyp.nsw.gov.au/Applicants/Application>

- Notes on completing your application:
 - For 'Child-related sector' select 'Clubs or other bodies providing services to children'.
 - Ensure details entered exactly match details on your identity documents.
 - Once you submit, you will receive an Application Number.
 - If volunteers do not have access to the internet, they should call the Volunteer Manager for assistance. (The Volunteer Manager can complete the online application for them and supply them with their Application Number).
- Take your Application Number AND your identity document(s) to a NSW motor registry or Service NSW Centre.
 - You must have BOTH items for your application to proceed.
 - Note: If you selected 'Paid' for 'Purpose for Check', an \$80 application fee is payable when lodging your application.
 - List of service locations here <http://www.service.nsw.gov.au/service-centre>
- Complete your online Midnight Basketball Volunteer Registration form.
- Once your WWC application is approved, you will be notified of your WWC Check number.
- Log in to Midnight Basketball website and update your Volunteer Registration by replacing your Application number with your WWC Number and expiry date.

VOLUNTEER AND PROFESSIONAL ROLES - WITH EXISTING WWC NUMBER

Anyone who has a WWC Number will need to provide details when completing their Midnight Basketball Volunteer Registration form. If you have misplaced your WWC Number, find it online at www.kidsguardian.nsw.gov.au/check > 'Lost my WWC number'.

Additional notes for Volunteer and Professional Roles

- If your contact details change, including any name or address changes, you are legally required to update them within three months – just like your drivers licence. Penalties will apply for people who don't update. Updating your details is simple – go to www.kidsguardian.nsw.gov.au/check > 'Update my details' and follow the directions.
- If your role changes from volunteer to a paid role, you must update your WWC to a paid clearance by completing the online form: <https://wwccheck.cyp.nsw.gov.au/Applicants/ChangeOfDetails>
 - Enter your current WWC Number, name and date of birth.
 - Under 'Change clearance from volunteer to paid worker', select 'Yes' then click 'Next'
 - Once you submit, you will receive an application number.
 - Take your Application Number, identity document, and \$80 application fee to a NSW motor registry or Service NSW Centre.
 - Once processed, you will be notified of your new WWC Number.
 - Log in to Midnight Basketball website and update your registration details or contact the Volunteer Manager who can update for you.

VOLUNTEER MANAGER INSTRUCTIONS

You must receive the individuals WWC Number (or Application Number if they have not yet been issued their WWC Number) and verify this through the OCG website (remember to use the login details provided by MBAustralia). It is this verification process that links the individual to the organisation.

To verify a WWC/Application Number once you are satisfied the person is who they say they are, go to <https://wwccheck.ccp.nsw.gov.au/Employers/Login>

- Click the 'Employer log in and verify' button.
- Enter your log in details (provided by MBAustralia).
- On the 'Verify Working With Children status' page enter the volunteer's surname, date of birth and WWC Number and click 'Submit'.
 - If verifying more than one volunteer at a time, click 'Add' to add another row. Repeat as needed.
- Once details for all volunteers have been entered, click 'Verify'.
- A summary table will appear at the bottom of the screen listing all volunteers and their result status.
 - If the result is 'Cleared or 'Application In Progress' it is ok for the individual to commence employment - or in our case, volunteer at Midnight Basketball. As the individual is linked to your community program, should something affect their WWC status and they become barred you will be notified immediately to advise the individual they must cease employment.
 - If the result is 'Barred', 'Interim Barred' or 'Not Found', you cannot employ (or continue to employ) the worker for child-related work - paid or unpaid. It is a criminal offence to do so.
- Enter verification details in the Admin Only section of the individuals' registration details in the Midnight Basketball Tournament Management System: Volunteers HP > Volunteers List
- Ensure that you cut and paste the results directly from the OCG website into the "Outcome (status) of online confirmation" section of the Volunteer's registration form.
- Keep all paperwork securely filed and return to MBAustralia post tournament.

Additional notes for the Volunteer Manager

- Disregard the very few roles that WWC requirements may technically not apply to in the short term as we have a greater duty of care than most other organisations in the community - This is to protect our youth but also our Volunteers and Professional roles.
- To comply with legislation, you must verify each individual's WWC Number online. Fines for not verifying can be issued to every organisation where people work or volunteer with children.
- You cannot accept letters of clearance from individuals because these documents may be falsified or the individual may have become barred since receiving their initial clearance.
- The WWC process includes ongoing notification about all verified volunteers, ie, if their status changes. To receive notifications on any status changes, the volunteers need to be linked to Midnight Basketball - which happens automatically once verified through the Midnight Basketball login.