



This Policy applies to all Football Victoria affiliated Clubs, Associations, Branches, Centers and all Referees, Officials, Coaches, Managers, Technical Directors, volunteers and participants.

The WWC Check legislation provides exemptions from the requirement to obtain a WWC number for certain categories of individuals:

1. Volunteer parents or close relatives coaching or managing their own child's or close relative's team
2. Referees
3. Persons aged under 18 years of age

While recognising that the WWC Check is only part of an organisation's toolkit for promoting a child safe environment, there was concern that these exemptions meant that a significant and important portion of the membership were not being subjected to the WWC Check.

Accordingly, under this Policy, the following requires a WWC Check number as a condition of registration:

1. Volunteer parents or close relatives coaching or managing their own child's or close relative's team
2. Referees
3. All workers and volunteers involved in any official event or activity that involves overnight stays, tours or camps involving overnight accommodation

Note: All persons aged under 18 years of age remain exempt.

Coaches and Managers:

Under this Policy, all paid persons and all volunteer Coaches, Managers, Technical Directors and other roles which involve working or volunteering with children under 18 years of age require a WWC Check (unless exempt).

Working with Children Check Policy

For the avoidance of doubt, this requirement extends to volunteer parents or close relatives coaching or managing their own child's or close relative's team. The exemptions recognised by Football Victoria are:

- Persons under 18 years of age
- Grounds persons
- Guest presenters or speakers for a one-off presentation
- Persons who work or volunteer with children visiting Victoria from another State to attend an event where the work in Victoria will be for no more than 30 days in a calendar year

Therefore, it is a requirement of Football Victoria that all Technical Directors, Coaches and Managers working or volunteering with children under 18 years of age **MUST** obtain a WWC Check and provide their Club, Association, Branch, Centre and/or Football Victoria with a valid WWC Check Number.

Registering for Football – Information for Administrators and Participants:

When registering in Play Football or the relevant registration system as a Coach, Manager, Technical Director, Referee or any other role that involves working or volunteering with a child under 18 years of age, it is a pre-condition of registration within Football Victoria that the individual enters their WWC Check number in the system at the time of registration. Persons under 18 years of age are exempt from this registration requirement.

1. Registration for all individuals, including referees, will not be approved in Play Football or the relevant registration system by the relevant administrator, nor will it be considered effective until the individual has provided a valid WWC Check number. This number must be entered into the registration system and verified by the Club, Association, Branch, Centre, or Football Victoria via [Working with Children Check Status Checker](#)

2. It is a legal requirement for the relevant Club, Association, Branch, Centre (or Football Victoria for FV employees and volunteers) to obtain the individual's WWC Check number directly from them, verify it using the online verification system, and keep a record of the verification details in accordance with the requirements set out by WWC Check legislation as outlined [HERE](#)

The Importance of Verifying WWC Numbers:

Verifying Working with Children (WWC) Check numbers is a legal requirement in Victoria and a crucial step in ensuring the safety of children in football. It is essential that organisations complete this process to comply with Victorian law and to protect the wellbeing of young participants.

Failure to verify WWC Check numbers can result in significant penalties imposed by the Victorian Government. Verifying a WWC Check number is the process that notifies the Department of Justice and Community Safety (DJCS) that a particular person holding a WWC Check is working or volunteering with your organisation.

This verification establishes an important connection between the worker or volunteer, your organisation, and the DJCS's continuous monitoring system. Should the status of the worker or volunteer change, such as becoming barred from working with children, the DJCS will immediately notify you, advising the removal of the individual from any child-related work.

How to Verify a Worker's WWC Number:

1. Obtain the WWC Check number of the worker(s) required to hold a WWC Check that you wish to employ or engage as a volunteer.
2. You must then verify the WWC Check number in the Victorian DJCS online WWC Check Verification system at this link: [Working with children check status checker \(service.vic.gov.au\)](https://www.service.vic.gov.au/working-with-children-check-status-checker)
3. When you verify, you will receive a result of Cleared, Not Cleared, In Progress, or Not Found. You can only employ workers who are CLEARED. If the result is NOT FOUND, this usually means that the information entered is incorrect, or the applicant still needs to complete the application process.
4. Once you have completed the verification, you must keep a record of each verification. You can download a Verification Record Template from this link: [WWCC Record keeping template \(Word\) | Office of the Children's Guardian \(nsw.gov.au\)](https://www.nsw.gov.au/wwcc-record-keeping-template-word)

If employing someone urgently in a child-related role, you can verify a person's application (APP) number once they have completed the application process by attending a Service Victoria Centre. The result when verifying an APP number must be "Application in Progress." Note, the worker must provide you with their WWC Check number once it is received, and you MUST also verify their WWC Check number at that time. You also need to verify a worker/volunteer's WWC Check number again when they renew their WWC Check after 5 years.

How to Apply for a Working with Children Check:

1. Prove your identity using documents through your phone; we'll guide you on which ones to use.
2. Fill out the [online application form](#).
3. Pay the applicable fee, if required.
4. Consent to the transfer of your information for the background check.

Working with Children Check Compliance & Audits:

The Victorian Department of Justice and Community Safety (DJCS) is the State Government agency responsible for managing the WWC Check in Victoria.

Football Victoria works closely with the DJCS to ensure child protection and compliance among our affiliated clubs, associations (and their affiliated clubs), regional branches, and futsal centers regarding the WWC Check.

The DJCS has already conducted many audits of Football Victoria clubs, associations, and other affiliates and will continue to do so.

While Football Victoria acknowledges that most of the football and futsal community are already applying the WWC Check as outlined in this policy, we note that these changes may make the process easier in some respects, as you will no longer need to undertake the arduous task of determining which workers and volunteers are exempt and which are not.