



## Working with Children Check – WWC Check

The Victorian Government through the Department of Justice has introduced the “Working with Children Act 2005,” which has distinct implications on the conduct of Little Athletics.

The WWC Check applies to adults who work with children or are engaged in volunteer roles involving children (under 18 years of age). The WWC Check applicable in Victoria is the mandatory minimum standard for a range of child - related industries.

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

**If you are asked to apply for the WWC Check through your connection with Little Athletics, then it is considered that your work as an employee or volunteer is vital to the ongoing success of your Region or Centre. We thank you for your ongoing assistance to provide safe environments for our children to grow.**

To ensure that the Association, Regions and Centres are protected under the new system; it has been decided that the following persons’ need to obtain a Working with Children Check, (WWC Check).

- Board of Management
- VLAA staff
- Members of Standing committees
- Region Executive Committee members
- Centre Executive Committee members
- Club Executive Committee members
- Coaches
- Officials at State and Region level - (not parent helpers who’s child is participating on the day)
- Team Managers
- Volunteers without children registered at the Centre
- Overnight Supervisors at camps/clinics/functions
- Selectors for State Teams / Squads
- First Aid Personnel
- Athletic Development Officers (ADO) working in schools
- Presenters of clinics, workshops, seminars
- Volunteers at Association run activities

Parents, who have a child registered at the Centre where they work or volunteer, are exempt from the WWC Check, unless they fall under one of the categories listed above.



If a WWC Check application is not lodged by the due date, it is an offence to undertake any child-related work, paid or voluntarily in connection with Little Athletics.

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.

- Volunteers are entitled to be reimbursed for their expenses; without affecting their classification.
- The name of the organization under section 12 of the application form is

**"Victorian Little Athletics" - "Centre " and "Centre number"**  
**e.g.: Victorian Little Athletics - Keilor 46**

The Address is: Locked Bag 1011, Port Melbourne, Vic, 3207  
Phone number: 03 9676 3600

Once you have submitted your application form, please advise your Centre or Region the following information.

- Full name
- Application Receipt number

When you receive your WWC Check card, please advise the Centre or Region 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 the Region or Centre.

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.

The following Code numbers relate to activities within Little Athletics.

- Overnight Camps - Code 10
- Sporting Clubs & Associations - Code 42 or 70 ( refer application form )
- Coaching / Private tuition - Code 28
- Educational Institutions - Code 44 & 46 ( refer application form )
- Commercial photography services - Code 34

These codes should be considered when the application form is being submitted.