



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 is constantly being reviewed and new legislation with amendments to the Act now covers all areas of administration, officiating, coaching and overnight supervision at camps and clinics. People working or volunteering in connection with Little Athletics are required to have their WWC Check if they fall into a category listed below.

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 system; it has been decided that the following persons’ need to obtain a Working with Children Check, (WWC Check).

- Board of Directors - LAVic
- LAVic staff
- Members of Standing committees - LAVic
- Region Executive Committee members
- Centre Executive Committee members
- Club Executive Committee members
- **Committee members / volunteers involved in communication activities to athletes via any means, including oral, written or electronic (emails, social media, video conferencing).**
- **Coaches & Assistant 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 (not Centre events – LAVic events)

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, it is an **offence** to undertake any child- related work, paid or voluntarily in connection with Little Athletics.

The application form is only available online @ www.workingwithchildren.vic.gov.au or from the link below; once completed the summary is then printed out and taken to the Post Office. A passport photo is supplied free when you submit the application summary. Volunteers receive their WWC Check **FREE**, paid employees cost \$121.40, effective July 2017. This fee is adjusted each July.

<https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>

The name & address of the organization on the application form is LAVic. Centre addresses are NOT to be used. Please use the details below when filling out the application form.

“Little Athletics Victoria” – “Centre “ and “Centre number”
e.g.: Little Athletics Victoria - Keilor 46

The Address is: **Locked Bag 1011, Port Melbourne, Vic, 3207**
Phone number: **03 8646 4510**

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 28 days prior to the expiry date of the WWC Check. The Renewal process is now done online through the MyCheck portal, from the link below. If registered for MyCheck, you will receive a renewal email. The details of the renewed WWC Check must then be provided to the Centre.

<https://online.justice.vic.gov.au/wwccu/login.doj?next=mycheck>

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
- Coaching / Private tuition – Code 28
- Educational Institutions – Code 44 & 46 (refer application form)

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