



# Your legal obligations under NSW Child Protection Legislation

## Your legal responsibilities

- Register your organisation with your Approved Screening Agency (ASA)
  - For sporting and recreation organisations within NSW, the ASA is NSW Sport and Recreation
  - If you are not a sporting and recreation organisation check who your ASA is on [www.kids.nsw.gov.au/director/check.cfm](http://www.kids.nsw.gov.au/director/check.cfm)
- Report relevant employment proceedings (REPs) to the Commission for Children and Young People for any paid and unpaid employees. A relevant employment proceeding involves any inappropriate conduct with or in the presence of a child or children
- Require all **paid and unpaid** applicants for child-related employment to sign a PED, which confirms they are not a prohibited person
  - Forms are available on [www.dsr.nsw.gov.au/children](http://www.dsr.nsw.gov.au/children)
- Do not employ anyone in child-related employment who will not sign the PED
- Require applicants for **paid** positions to sign a Background Check Consent Form. Then submit a Background Check Request Form to your ASA for them to conduct the WWCC
  - The check will include:
    - National criminal history check for relevant offences
    - Any AVOs taken out on behalf of a child
    - Relevant employment proceedings

## Abbreviations

- ASA - Approved Screening Agency  
 AVO – Apprehended Violence Order  
 PED – Prohibited Employment Declaration  
 WWCC – Working With Children Check  
 REP – Relevant Employment Proceeding

## Key points to remember

- ✓ Fines and/or gaol sentences apply for failing to comply with the child protection legislation
- ✓ There is NO age minimum on the WWCC
- ✓ The WWCC is a FREE service
- ✓ WWCC forms available on our website

## For further information

### NSW Sport and Recreation – Child Protection and Employment Screening Unit

**Web** [www.dsr.nsw.gov.au/children](http://www.dsr.nsw.gov.au/children)

**Email** [workingwithchildrencheck@dsr.nsw.gov.au](mailto:workingwithchildrencheck@dsr.nsw.gov.au)

**Phone** 1300 366 407

Contact NSW Sport and Recreation for advice on the WWCC or wider child protection issues. All WWCC forms are available on the website.

### NSW Commission for Children and Young People (CCYP)

**Web** [www.kids.nsw.gov.au](http://www.kids.nsw.gov.au)

The NSW CCYP oversees the WWCC. Information on the WWCC and the Employer Guidelines (a detailed document on the WWCC process for you as an employer) is available on the website.

### Other child protection resources

**Play by the Rules** – [www.playbytherules.net.au](http://www.playbytherules.net.au)

Provides information and online learning about how to prevent and deal with discrimination, harassment and child abuse for the sport and recreation industry.

**Australian Sports Commission (ASC)** – [www.ausport.gov.au/ethics](http://www.ausport.gov.au/ethics)

Works with national sporting organisations to establish structures and policies that ensure a fair, safe, ethical and inclusive culture pervades sport at all levels. Info sheets and guidance is available from their website.

**Department of Community Services (DoCS)** – [www.community.nsw.gov.au](http://www.community.nsw.gov.au)

DoCS promotes the safety and wellbeing of children. To make a report to DoCS of suspected child abuse or neglect call 132 111.

For more information call

**1300 366 407**

[www.dsr.nsw.gov.au](http://www.dsr.nsw.gov.au)

