



WORKING WITH CHILDREN CHECK

POLICY & GUIDELINES

VERSION 1.0

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N.B. Developed in conjunction with work completed by NSWTF.

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Part A – Working with Children Check Policy

1. Purpose

This Policy sets out the Touch Football Australia (TFA) requirements for Working with Children Checks (WWCC)* across the sport of Touch Football nationally. It is intended to strengthen child safety by ensuring that adults in child-related work, and other roles identified by TFA as requiring a WWCC as a condition of appointment or registration, hold a valid WWCC and are verified by the relevant organisation.

**** NB for the purpose of this policy, WWCC represents the appropriate legislative check requirement in each state and or territory, regardless of the respective title in that state of territory.***

2. Policy Statement

TFA is committed to providing a safe, inclusive and enjoyable Touch Football environment for children and young people. The WWCC is one important child safety control, but it does not replace other child-safe practices, including appropriate recruitment, induction, supervision, codes of conduct, education, complaints handling, risk assessment and reporting obligations.

3. Scope

This Policy applies to:

- TFA employees, contractors, consultants and volunteers;
- TFA States, Territories, Regions, Affiliates and any recognised or endorsed Touch Football associations operating in Australia;
- committee members, office holders, National, State and Territory Panel members and technical arm personnel where their role involves child-related work, junior competitions, representative programs, child safety matters or more than incidental contact with children;
- coaches, assistant coaches, team managers, trainers, physiotherapists, sports trainers, selectors, mentors, chaperones, officials, referee coaches, referee assessors, referee mentors, course presenters and program deliverers;

- any worker or volunteer involved in a TFA, State, Territories, Region or Affiliate event, activity, clinic, development program, camp, tour, representative team, pathway program or overnight stay involving children under 18 years of age;
- participants, parents, guardians and spectators to the extent they are appointed or engaged in one of the roles captured by this Policy.

4. Definitions

Term	Meaning
Affiliate	A local Touch Football association, club or entity affiliated with or recognised by TFA, State or Territory to deliver Touch Football activities.
Adult	A person who is 18 years of age or older. Note: For the purposes of this Policy, any reference to an Adult in relation to Working with Children Check requirements includes a person aged 14 years or older who is engaged in child-related work in South Australia , consistent with the requirements of the <i>Child Safety (Prohibited Persons) Act 2016 (SA)</i> .
Region	A recognised TFA, State or Territory regional structure or representative region.
Child/young person/children	A person(s) under 18 years of age.
Child-related work	Work or volunteering that provides services to children normally involves face-to-face contact with children, and where contact is more than incidental.
WWCC	Working with Children Check issued under the Working with Children Check scheme and in alignment with the Child Safe Standards. For the purpose of this policy represents ACT- Working with Vulnerable People (WWVP) Registration NSW- Working with Children Check (WWCC) NT- Working with Children Clearance (Ochre Card) QLD- Blue Card (Working with Children Check) SA- Working with Children Check (WWCC) TAS- Registration to Work with Vulnerable People (RWVP) VIC- Working with Children Check (WWCC) WA- Working with Children Check (WWCC)

Term	Meaning
WWCC Number	The clearance or card number issued to a cleared applicant under the legislative check in the applicants respective state. For the purpose of this policy WWCC number represents: ACT- Working with Vulnerable People (WWVP) Registration NSW- Working with Children Check (WWCC) NT- Working with Children Clearance (Ochre Card) QLD- Blue Card (Working with Children Check) SA- Working with Children Check (WWCC) TAS- Registration to Work with Vulnerable People (RWVP) VIC- Working with Children Check (WWCC) WA- Working with Children Check (WWCC)
APP Number	The application number is issued after a person completes the online application and attends State processing body to prove identity and pay any fee required. For the purpose of this policy represents ACT- Registration Number or Application Number NSW- APP Number NT- Application Number QLD- Application Reference Number (ARN) SA- Application Number and Screening Reference Number (SRN) TAS- Application Number VIC- Application Number WA- Application Number
Relevant organisation	TFA, State, Territory, Region, Affiliate or another entity responsible for engaging, appointing, registering or rostering the person.
Child/young person/children	A person(s) under 18 years of age.
Relevant Working With Children Check Authority	Work or volunteering that provides services to children normally involves face-to-face contact with children, and where contact is more than incidental.

Term	Meaning
Relevant Working With Children Check Authority	Is the government agency responsible for administering Working with Children Check (or equivalent) screening schemes within the relevant Australian state or territory. These authorities assess applications, issue clearances, monitor cardholders, and determine an individual's eligibility to engage in child-related work in accordance with the applicable legislation. For the purposes of this Policy, the Relevant Child Safeguarding Authority includes: ACT- ACT Government – Access Canberra NSW- Office of the Children's Guardian NT- Northern Territory Screening Authority QLD- Blue Card Services (Department of Justice and Attorney-General) SA- Department of Human Services (DHS) – Screening Unit TAS- Department of Justice – Registration to Work with Vulnerable People VIC- Department of Justice and Community Safety – Working with Children Check Victoria WA- Working with Children Screening Unit (Department of Communities)
Coach	A Touch Football coach, assistant coach, coaching mentor, coach assessor, coaching course presenter or other official appointed to supervise, educate or assess coaches.
Mentor	Any person engaged by, or acting on behalf of, the Organisation, who provides guidance, support, supervision or personal development to a Child or Young Person through a position of trust, authority or influence. A Mentor may be appointed formally or act in an informal capacity and includes any individual who, as part of their role, establishes an ongoing relationship with a Child or Young Person.
Referee	A Touch Football referee, referee coach, referee manager, referee mentor, referee assessor, referee course presenter or other official appointed to appoint, officiate, supervise, educate or assess referees.
Selector	A Touch Football selector is responsible for selecting participants into pathways, and subsequently representative squads / teams.

Term	Meaning
Sports Integrity Australia (SIA)	Is the Australian Government agency responsible for protecting the integrity of sport. In relation to child safeguarding, SIA provides leadership, education, policy guidance and independent complaint management to help create safe, fair and inclusive sporting environments where children and young people are protected from abuse, harm and misconduct.
State and Territory	Touch Football Australian Capital Territory (TFACT) New South Wales Touch Football Ltd (NSWTF) Touch Football Northern Territory (TFNT) Queensland Touch Football (QTF) Touch Football South Australia (TFSA) Touch Football Tasmania (TFT) Touch Football Victoria (TFV) Touch Football Western Australia (TFWA)
Team Manager	A Touch Football team manager is appointed to support the appointed coach with managing, administrative and/or organising duties in relation to a team.

5. Legislative Context & TFA Policy Position

Under the relevant legislation for all States and Territories, adults who work or volunteer in child-related work must hold a WWCC. Employers and organisations must verify WWCC details online and keep appropriate records.

TFA recognises that some exemptions exist under the relevant State and Territory legislation. However, as a condition of involvement in Touch Football, TFA may set requirements that are of greater protection than the minimum legislative position where this is reasonably connected to child safety, participant trust, operational simplicity and the nature of Touch Football environments.

This Policy therefore requires certain roles to hold and provide a valid WWCC Number even where an exemption might otherwise be available under general Relevant WWCC Authority guidance in that state/territory.

N.B. This includes adult parent/legal guardian or close-relative coaches and managers of their own child's team, and adult referees and referee support personnel.

6. Roles Requiring a WWCC

Unless an exemption in this Policy applies, the following persons must hold a valid WWCC and provide their WWCC Number or in relevant states with an APP Number to the relevant organisation for verification before being approved, appointed, rostered, accredited or registered in the relevant role:

- all paid employees, contractors and consultants whose role involves child-related work;
- all adult coaches, assistant coaches and team managers of teams or squads that include children under 18 years of age, including parent or close-relative coaches and managers;
- all adult referees, referee coaches, referee assessors, referee mentors and referee course presenters, whether paid or volunteer;
- all adult development officers, school program deliverers, clinic presenters, pathway program personnel and community program staff or volunteers working with children;
- all adult selectors, National, State and Territory Panel members, technical arm personnel, performance/pathway personnel or other appointees involved in junior selection, junior development, junior representative programs or junior tours;
- all adult sports trainers, physiotherapists, first aid personnel, welfare officers, chaperones, team support personnel and medical or allied health providers working with children;
- all adult tour managers, camp supervisors, billet coordinators, accommodation supervisors, bus supervisors and overnight-stay support personnel;
- all adult committee members, office holders or administrators of TFA, a State, a Territory, a Region or an Affiliate whose role involves child-related work, regular junior competition delivery, child safety matters, complaints involving children or more than incidental contact with children;
- any other adult person identified by TFA, a State, a Territory a Region or an Affiliate as undertaking child-related work in the context of Touch Football.

NB. Application-in-progress (APP Number) status is only acceptable where permitted by the relevant jurisdiction.

7. Recognised Exemptions

This national policy adopts a higher standard than the legislative minimum. For example, Touch Football Australia require certain roles (such as coaches, referees, referee coaches, team managers, trainers, mentors and volunteers who regularly interact with children) to hold a valid WWCC **even where a legislative exemption may otherwise apply,**

unless the exemption is expressly recognised by the Organisation (for example, emergency service personnel acting in the course of their duties). This provides a nationally consistent safeguarding framework while ensuring compliance with local laws.

Current information regarding WWCC exemptions should be obtained directly from the relevant State or Territory screening authority. The Organisation may impose requirements that exceed the minimum legislative requirements where considered necessary to safeguard Children and Young People.

Jurisdiction	Screening Authority
Australian Capital Territory (ACT)	<u>Working With Vulnerable People scheme - Access Canberra</u>
New South Wales (NSW)	<u>NSW Office of the Children's Guardian – Who Needs a Check and Exemptions</u>
Northern Territory (NT)	<u>NTSAFE – Ochre Card (Working with Children Clearance)</u>
Queensland (QLD)	<u>Blue Card Services</u>
South Australia (SA)	<u>Department of Human Services – Working with Children Check</u>
Tasmania (TAS)	<u>Registration to Work with Vulnerable People</u>
Victoria (VIC)	<u>Working with Children Check Victoria</u>
Western Australia (WA)	<u>Working with Children Check WA</u>

8. Registration, Appointment and Rostering Requirements

Where a person's role requires a WWCC, the person must provide the relevant organisation with their WWCC Number or APP Number before the role is approved or the person is rostered. Where a registration system, appointment platform or event management system is used, WWCC information should be captured as part of the relevant registration, accreditation, appointment or rostering workflow.

Where the person is registering through MySideline or any other TFA/State or Territory approved registration platform, TFA, States, Territories, Regions and Affiliates should ensure role descriptions, registration terms and administrative checks clearly identify the WWCC requirement before approval.

TFA, States, Territories, Regions and Affiliates should not permit a person to undertake child-related work unless the person has been verified as Cleared, or where lawful and operationally necessary, has a verified APP status of Application in Progress and is subject to appropriate supervision and follow-up. A verified WWCC Number must be obtained and re-verified once issued.

NB. Application-in-progress (APP Number) status is only acceptable where permitted by the relevant jurisdiction.

9. Verification and Record Keeping

The relevant organisation must not simply sight a WWCC email, screenshot, card-like image or number. It must verify the WWCC Number or APP Number through the relevant State or Territory online employer verification system and keep appropriate records. This verification process must be through the relevant screening authority's approved system and apply the commencement rules of the jurisdiction in which the activity occurs.

10. Verification Status Outcomes

Verify through the relevant screening authority's approved system and apply the commencement rules of the jurisdiction in which the activity occurs.

AUSTRALIAN CAPITAL TERRITORY

Status	Meaning	Action
Positive Unrestricted Registration	The person holds a current WWVP Registration Card.	You can work or volunteer in all regulated activities in the ACT, including those involving children. If you received a National Disability Insurance Scheme worker clearance, you can use it in any state or territory.
Application in Progress	The person has an application being processed.	You may be able to work or volunteer in a regulated activity if all the following are true: - it's for the employer you named in your application - your employer agrees you can - a WWVP registration holder supervises you at all times - you have not previously received an interim bar, negative notice, suspension or cancellation for a WWVP application or registration in the ACT or a working with children clearance in another state or territory - your last WWVP registration did not have conditions or restrictions. You can be a kinship carer without any restrictions while you're waiting for the outcome of your application.
Positive Registration with Restrictions	The person cannot work as a volunteer in NDIS activities.	Restrictions mean you cannot work or volunteer in NDIS activities that require worker clearance, and your registration will have restrictions for at least one of the following: - working with children - the types of regulated activities or services you can work or volunteer in.

Status	Meaning	Action
Registration refused or cancelled	The person is barred from child-related work.	Immediately remove from child-related work, record actions and escalate to TFA Integrity and CEO as appropriate.
Expired	The WWVP clearance has expired.	Do not engage in child-related work until a current application or clearance is verified.
Barred / Interim Barred	The person is barred or interim barred from child-related work.	Immediately remove from child-related work, record actions and escalate to TFA Integrity and CEO as appropriate.

NEW SOUTH WALES

Status	Meaning	Action
Cleared	The person holds a current WWCC clearance.	May be engaged in the relevant role, subject to all other recruitment, appointment and safeguarding requirements.
Application in Progress	The person has an application being processed.	May only commence where lawful, necessary and approved by the relevant WWCC authority. Record the APP result, apply supervision, and verify the WWC Number when issued.
Not Found	The details entered do not match the NSW OCG system or the person has not completed the application process.	Do not engage in child-related work until details are corrected and a valid status is verified.
Barred / Interim Barred	The person is barred or interim barred from child-related work.	Immediately remove from child-related work, record actions and escalate to TFA Integrity and CEO as appropriate.
Expired	The WWCC clearance has expired.	Do not engage in child-related work until a current application or clearance is verified.

Status	Meaning	Action
Closed / Not Cleared	The application has closed or the person is not cleared.	Do not engage in child-related work. Escalate to whom appropriate and keep a record of action taken.

NORTHERN TERRITORY

Status	Meaning
Current/Valid	The person has been granted an Ochre Card and it is currently valid.
Current – Conditions imposed	The person has been granted clearance but specific conditions have been placed on it. The conditions restrict or regulate the type of child-related work they can undertake.
Application pending / processing	The application is still being assessed by SAFE NT/Screening Authority. Cannot be engaged in child related work unless an applicable exemption has been granted.
Refused	The Screening Authority has determined that the person should not be granted a clearance. Cannot be engaged in Child related work/activity.
Cancelled	The clearance has been cancelled and is no longer valid. Cannot be engaged in Child related work/activity.
Revoked	An existing clearance has been withdrawn because the person is no longer considered suitable to hold it. Cannot be engaged in Child related work/activity.
Expired	The two-year clearance period has ended without a current renewal taking effect. Cannot be engaged in Child related work/activity.

QUEENSLAND

Status	Meaning	Action
Valid	The person holds a current Blue/ Exemption Card.	May be engaged in the relevant role, subject to all other recruitment, appointment and safeguarding requirements. Card must be linked to the organisation in the Blue Card Services Organisation Portal prior to commencing child related activities.
Linked Card	The person's Blue/ Exemption Card is linked to the organisation in the Blue Card Services Organisation Portal.	Person may commence child related services
Application in Progress	The person has an application being processed.	May not commence child related activities until application is approved
Disqualified person	The person is disqualified from holding a blue card under the <u>Working with Children Check Act 2000 (the Act)</u> . If they apply, they will be classified a Restricted person and issued a Negative Notice.	Do not engage in child-related work. Escalate to whom appropriate and keep a record of action taken.
Negative Notice	The person is issued a negative notice because of known police or other <u>assessable information</u> .	Do not engage in child-related work. Escalate to whom appropriate and keep a record of action taken.
Suspended/ Cancelled Card	The Blue Card/ Exemption Card has been suspended or cancelled.	Immediately remove from child-related work, record actions and escalate to TFA Integrity and CEO as appropriate.
Expired	The Blue Card/Exemption Card was not renewed before the expiry date.	Immediately remove from child-related work, until card renewal is approved by Blue Card Services.

SOUTH AUSTRALIA

Status	Meaning
Cleared/Not prohibited	The Screening Unit has determined the person does not pose an unacceptable risk to children and is not prohibited from working with children.
Cleared – Risk assessment undertaken	The person had assessable information requiring a risk assessment, but the Screening Unit determined they do not pose an unacceptable risk. Can't be engaged in Child related work/activity.
Application pending / processing	The WWCC application has been submitted but the Screening Unit has not yet made a final determination. Cannot be engaged in child related work.
Prohibited	The person has been determined to pose an unacceptable risk to children or falls within a category that legally prohibits them from working with children.
Work on re-application	The person applied to renew their existing WWCC before it expired. SA allows them to continue working with children while the renewal is being finalised.
Application cancelled	An incomplete application was not submitted within the required timeframe and was cancelled. Cannot be engaged in child related work.
Expired	The five-year WWCC has expired and a new clearance has not been obtained. Cannot be engaged in Child related work/activity.

TASMANIA

Status	Meaning
Registered	The person is registered and can undertake regulated work, subject to the registration class and any conditions.
Pending / Application in progress	An application has been lodged but the assessment has not yet been completed.

Status	Meaning
Expired	The registration has reached its expiry date and has not been renewed.
Suspended	The person's registration has been temporarily suspended and they generally cannot undertake regulated work while suspended.
Cancelled	The registration has been cancelled and the person cannot undertake regulated work under that registration.
Refused	An application for registration has been refused.

VICTORIA

Status	Meaning
Application in progress / Processing	The application has been submitted and screening is still being completed.
Pending / Further assessment	WWCC Victoria is undertaking additional checks or assessment before deciding the outcome.
Cleared / Valid	The person has passed the Check and holds a current WWC Clearance. They can undertake child-related work, subject to the usual requirements. (Victoria Government)
Expired	The Check has reached its expiry date and is no longer current.
Suspended	The person's WWC Clearance has been temporarily suspended. A suspended card cannot be used as a current clearance. (Service Victoria)
Cancelled / Revoked	The WWC Clearance has been cancelled and is no longer valid. A cancelled card cannot be scanned as current. (Service Victoria)
Refused / Not granted	The application has not resulted in a WWC Clearance.

WESTERN AUSTRALIA

Status	Meaning
Assessment Notice	Comes in the form of a WWC Card. It allows a person to carry out ' child-related work ' in Western Australia (WA) and the Christmas and Cocos (Keeling) Islands for three years across all ' categories of child-related work ' from date of issue until its expiry, unless cancelled sooner.
Negative Notice	Issued when a person is assessed to pose an unacceptable risk of harm to children. It immediately prohibits a person from engaging in any ' child-related work ' and remains current until cancelled
Interim Negative Notice	Prohibits a person from engaging in child-related work until a final decision is made.
Expired	The Check has reached its expiry date and is no longer current, they can no longer engage in child-related work.
Cancelled	The WWC Card has been cancelled and is no longer valid, they can no longer engage in child-related work.
Withdrawn	Once a person's application is withdrawn, they can no longer engage in child-related work.

11. Paid and Volunteer Checks

A paid WWCC is required for a paid role or self-employed child-related work. Paid work includes remuneration, allowances, match payments, gift vouchers or other forms of payment. A paid WWCC can be used for both paid and volunteer roles. A volunteer WWCC can only be used for volunteer/hobbyists roles.

12. Representative Teams, Tours, Camps and Overnight Activities

All adult workers and volunteers involved in any TFA, State, Territory, Region or Affiliate representative team, development camp, tour, overnight stay, accommodation arrangement, billet arrangement or travel activity involving children must hold a valid WWCC and be verified before the activity commences.

For overnight or travel activities involving children, the relevant organisation must also implement additional safeguarding controls, including appropriate adult-to-child ratios, same-gender supervision where relevant, rooming and transport protocols, parental consent, medical information management, incident reporting pathways, clear behaviour expectations and adherence to all national safeguarding policies.

13. Privacy and Confidentiality

WWCC information is personal information and must be collected, stored, used and disclosed only for lawful child safety and compliance purposes.

TFA, States, Territories, Regions and Affiliates must take reasonable steps to protect WWCC information from misuse, loss, unauthorised access, modification or disclosure.

WWCC registers and related records should:

- be stored securely, including through password-protected systems or restricted-access cloud storage;
- only be accessible to authorised personnel with a legitimate operational need;
- not be stored on unsecured personal devices or shared through public or unrestricted platforms;
- not include unnecessary personal information or identity documents unless required for lawful compliance purposes;

TFA, States, Territories, Regions and Affiliates should not publish WWCC Numbers, dates of birth or other sensitive personal information in public documents, team lists, websites, social media, committee papers or broadly distributed communications.

Where WWCC information is transmitted electronically, reasonable care should be taken to minimise privacy risks, including limiting email distribution and using secure storage practices.

WWCC records should only be retained for as long as reasonably necessary for compliance, safeguarding, audit or legal purposes, and should then be securely destroyed or deleted.

Any suspected misuse, unauthorised disclosure or data breach involving WWCC information should be escalated promptly to the relevant WWCC Coordinator, Integrity lead or TFA management for assessment and response.

14. Compliance, Audit and Consequences

TFA may require States, Territories, Regions and Affiliates to provide evidence of WWCC compliance, including verification registers, role matrices, renewal tracking and audit responses. TFA may undertake periodic compliance reviews, require corrective action, or impose conditions on affiliation, fine, event sanctioning, program approval or representative participation where non-compliance creates a child safety or governance risk.

Failure to comply with this Policy may result in refusal or removal of appointment, registration, accreditation, rostering, team selection or event access. Serious or repeated non-compliance may be referred to the State or Territory Management and Board, TFA management, the TFA Board, SIA, the Relevant Working With Children Check Authority or other relevant authorities as appropriate.

15. Review

This Policy will be reviewed annually or earlier if there are changes to legislation, Relevant Working With Children Check Authority guidance, TFA policies, TFA governance requirements, insurance obligations, risk settings or operational practice.

Part B - Working with Children Check Guidelines

1. Minimum Compliance Steps

Step 1 - Appoint a WWCC Coordinator

Nominate a suitable person to manage WWCC compliance. This should be someone with sufficient authority, reliability and administrative capacity to maintain confidential records and follow up renewals.

Step 2 - Register as an employer / child-related organisation

Each State, Territory, Affiliate or Region that engages workers or volunteers in child-related work must register with the Relevant Working With Children Check Authority and maintain current authorised contact details.

Step 3 - Identify child-related roles

Review all roles across competitions, representative programs, clinics, schools programs, referee programs, camps, tours and committees. Decide which roles require a WWCC under the law and this TFA Policy.

Step 4 - Notify relevant people

Inform all people in roles requiring a WWCC that they must apply for or provide a WWCC Number, and that they cannot be approved, appointed or rostered until verification requirements are met.

Step 5 - Verify online

Verify the WWCC Number or APP Number through the Relevant WWCC Authority employer portal. Do not solely rely only on a screenshot, email, PDF or verbal confirmation provided.

Step 6 - Maintain a verification register

Record required details securely and keep the register current for audit purposes.

Step 7 - Monitor and renew

Track expiry dates, remind people to renew up to three months before expiry, and re-verify renewed WWCCs.

Step 8 - Act on status changes

Immediately remove a person from child-related work if they are barred, interim barred, expired, not found, closed or not cleared, unless and until a valid status is verified.

2. Touch Football Role Matrix

Role/Scenario	TFA requires a WWCC?	Notes
Adult coach or assistant coach of a junior team	Yes	Includes parents or close relatives coaching their own child's team.
Junior Coach or assistant coach under 18	No under this Policy	Must be supervised and supported under junior coaching safeguarding practices.
Adult team manager of a junior team	Yes	Includes parents or close relatives managing their own child's team.
Junior manager under 18	No under this Policy	Must be supervised and supported under junior safeguarding practices.
Adult referee	Yes	Required by TFA policy for adult referees, referee coaches, mentors, assessors, support staff and course presenters.
Paid referee	Yes - paid WWCC	Payments, allowances, vouchers or other remuneration generally require a paid WWCC.
Non-Accredited Duty Referee at Events (any level)	No Under this Policy	Not required unless appointed or engaged in a child-related role.
Volunteer referee	Yes - volunteer WWCC acceptable	Volunteer WWCC only applies to unpaid roles.
Junior referee under 18	No under this Policy	Must be supervised and supported under junior referee safeguarding practices.

Role/Scenario	TFA requires a WWCC?	Notes
Referee coach or mentor working with junior referees	Yes	Includes referee education, accreditation, feedback and assessment roles.
Selector for junior representative teams	Yes	Applies to State, Region, Affiliate and pathway selection panels involving children.
State Panel or technical arm member involved in junior programs	Yes	Required where role involves junior selection, coaching, performance, education, complaints or child-related work.
Sports trainer, physiotherapist, medical or first aid provider at junior event	Yes	Required if engaged by TFA, Region, Affiliate or team to provide services to children.
Tour chaperone, camp supervisor, billet coordinator or accommodation supervisor	Yes	All adult workers and volunteers in overnight activities involving children must be verified.
School clinic or community program deliverer	Yes	Required for paid or volunteer delivery to children.
Affiliate committee member with regular junior competition duties	Yes	Required where role includes child-related work, child safety matters or more than incidental contact with children.
Ground staff or facility maintenance worker with incidental contact only	Generally, no	No WWCC required if not child-related work and no TFA role requirement applies.
One-off guest speaker under supervision	Generally, no	No WWCC required if genuinely one-off, supervised and no child-related work otherwise occurs.
Parent spectator with no appointed role	No	Not required unless appointed or engaged in a child-related role.
Adult volunteer at an overnight camp for children	Yes	Required under TFA policy and generally consistent with child safety expectations for overnight activities.

Role/Scenario	TFA requires a WWCC?	Notes
Interstate or International visiting official for a short event	Assess	Check Relevant Working With Children Check Authority guidance, equivalent interstate clearance and event risk controls. Require interstate/international participants to provide evidence of their home-state clearance (e.g. Blue Card, WWCC, Ochre Card, etc.) and for the event organiser to record the basis on which any legislative exemption applies.

3. Verification Register Fields

Each State, Territory, Region and Affiliate should maintain a secure WWCC verification register that is required by the relevant state or territory legislation.

As a guide the register should include at least:

- full legal name;
- date of birth;
- role title and team/program/event;
- paid or volunteer status;
- WWCC Number or APP Number;
- verification date;
- verification status/outcome;
- expiry date;
- name of person who completed the verification;
- renewal reminder date;
- notes of any action taken, including removal from child-related work if required.

However, record keeping *MUST* meet the requirements set out in the legislation of the relevant state or territory.

Jurisdiction	Screening Authority
Australian Capital Territory (ACT)	Working with Vulnerable People (Background Checking) Act 2011 Acts
New South Wales (NSW)	General information Role of an employer with the Working with Children Check Office of the Children's Guardian
Northern Territory (NT)	Working with children clearance For employers or volunteer coordinators
Queensland (QLD)	Compliance and enforcement under the blue card system - qld.gov.au
South Australia (SA)	Organisations Working with Children Check obligations and responsibilities
Tasmania (TAS)	Registration to Work with Vulnerable People Act 2013
Victoria (VIC)	Working with Children Check resources for organisations vic.gov.au
Western Australia (WA)	Working with Children Checks

4. Verification Tips

- Use the same surname and date of birth the person used in their WWCC application.
- If the result is Not Found, check the spelling, date of birth and WWCC/APP number, and confirm whether the person has completed the Service NSW proof-of-identity step.
- Do not self-verify. The person responsible for verifying WWCCs must have their own WWCC verified by an appropriate person if their role requires one.
- Record the result immediately after verification.
- Set a renewal reminder at least three months before the WWCC expiry date.
- Do not keep unnecessary identity documents if they are not required for the verification record.

5. Frequently Asked Questions

Who needs a WWCC in Touch Football?

Adults in child-related work and adults in roles identified by TFA in this Policy, including coaches, assistant coaches, managers, referees, referee support personnel, selectors, technical personnel, trainers, chaperones and relevant administrators.

Do parent coaches and managers need a WWCC?

Yes. TFA requires coaches, assistant coaches, managers and team support personnel to hold and provide a WWCC Number for verification irrespective if they are adult parent and close-relative.

Do adult referees need a WWCC?

Yes. TFA requires adult referees and referee support personnel to hold a WWCC as a condition of officiating, appointment, accreditation, education or rostering.

Is a volunteer WWCC enough for a paid referee or paid coach?

No. A volunteer WWCC cannot be used for paid child-related work. A paid WWCC can be used for both paid and volunteer work.

Can someone work while their application is in progress?

Only where lawful, operationally necessary and approved by the relevant organisation. The APP status must be verified, supervision and follow-up must be applied, and the WWCC Number must be verified once issued.

How long does a WWCC last?

A WWCC clearance term varies from state to state and must be renewed before expiry.

State/Territory	Screening Scheme	Validity Period
Australian Capital Territory (ACT)	Working with Vulnerable People (WWVP) Registration	5 years
New South Wales (NSW)	Working with Children Check (WWCC)	5 years (continuously monitored)
Northern Territory (NT)	Working with Children Clearance (Ochre Card)	2 years

State/Territory	Screening Scheme	Validity Period
Queensland (QLD)	Blue Card	3 years
South Australia (SA)	Working with Children Check (WWCC)	5 years
Tasmania (TAS)	Registration to Work with Vulnerable People (RWVP)	5 years
Victoria (VIC)	Working with Children Check (WWCC)	5 years
Western Australia (WA)	Working with Children Check (WWCC)	3 years

What if a person does not provide a WWCC Number?

They cannot be approved, appointed, rostered or engaged in a child-related role or any role for which TFA requires a WWCC.

What should happen if a person is barred, interim barred, expired, closed, not found, not cleared, disqualified person, restricted person, negative notice, suspended, or cancelled card?

They must not be engaged in child-related work. The relevant organisation should record the action taken, remove the person from the role if necessary and escalate to whom appropriate (TFA, State and Territory CEO/Manager) where appropriate.

N.B. In Queensland an 'Application in Progress' - May not commence child related activities until application is approved

Does a Police Check replace the WWCC?

No. The WWCC is a separate requirement and cannot be replaced by a National Police Check.

Can one WWCC be used across multiple clubs or roles within your state and territory?

Yes, a current WWCC can be used across multiple organisations, but each organisation must still verify the person against its own employer profile and keep its own records.

Can my WWCC be used across states and territories?

A WWCC (or equivalent) issued in one Australian state or territory is generally not transferable to another jurisdiction. Personnel undertaking child-related work must comply with the legislative requirements of the state or territory in which the work is performed. Where interstate exemptions or mutual recognition arrangements exist, these are limited in scope and organisations should verify eligibility with the relevant screening authority before relying on an interstate clearance.

6. Sample Affiliate Website / Registration Wording

States, Territories, Regions, and Affiliates may adapt the following wording for websites, registration pages, appointment forms and season communications:

Working with Children Check Requirement

Touch Football Australia (TFA) is committed to child safety. Adults appointed to child-related roles, including coaches, assistant coaches, team managers, referees, referee coaches, selectors, mentors, trainers, chaperones and relevant program or committee roles, must hold a current APPROPRIATE STATE WORKING WITH CHILDREN CHECK and provide their WWCC Number for online verification before being approved or rostered. Parent and close-relative coaches/managers and adult referees are required to hold a WWCC under TFA policy.

7. State, Territory, Region and Affiliate Implementation Checklist

- ☐ Board or committee has adopted the TFA WWCC Policy and Guidelines.
- ☐ WWCC Coordinator appointed.
- ☐ Organisation registered with Relevant Working With Children Check Authority as an employer / child-related organisation.
- ☐ Current authorised contacts listed in the Relevant Working With Children Check Authority employer portal.
- ☐ Role matrix completed for all teams, competitions, events, clinics, camps and representative programs.
- ☐ WWCC requirement included in registration, appointment and rostering processes.
- ☐ Verification register created and stored securely.
- ☐ All required people verified before appointment or rostering.

- Expiry monitoring process in place.
- Barred, interim barred, expired, not found, closed and not cleared status procedure understood.
- WWCC compliance checked before junior season, representative selections, major events, tours and camps.
- Evidence ready for TFA or Relevant Working With Children Check Authority audit.

8. Quick Links and External References

The following official Government resources should be checked regularly because fees, guidance and processes may change:

ACT

- [Working With Vulnerable People scheme - Access Canberra](#)
- [Apply for or renew a WWVP registration - Access Canberra](#)
- [Working With Vulnerable People - Access Canberra](#)

NSW

- [NSW Office of the Children's Guardian - Working with Children Check](#)
- [NSW Office of the Children's Guardian - Who needs a Check](#)
- [NSW Office of the Children's Guardian - Role of an employer](#)
- [NSW Office of the Children's Guardian - Help to register and verify](#)
- [Service NSW - Working with Children Check](#)

NT

- [Working with children clearance: before you apply | NT.GOV.AU](#)
- [Working with children clearance: apply and renew | NT.GOV.AU](#)
- [Working with children clearance: appeals | NT.GOV.AU](#)
- [SAFE NT Online Applications](#)

QLD

- [Blue Card Services](#)
- Blue Card Services - [Who needs a Blue Card](#)
- Blue Card Services - [Applications](#)
- Blue Card Services - [Renewals](#)
- Blue Card Services - [Organisations](#)

SA

- [SA.GOV.AU - Screening checks](#)
- [SA.GOV.AU - Working with Children Checks for individuals](#)
- [SA.GOV.AU - What parents need to know about Working with Children Checks](#)
- [SA.GOV.AU - Working with Children Checks for employers and organisations](#)

TAS

- [Registration to work with vulnerable people](#)
- <https://www.justice.tas.gov.au/rwvp/support-and-resources/fees>
- <https://www.justice.tas.gov.au/rwvp/apply/do-you-need-a-rwvp>
- <https://www.justice.tas.gov.au/rwvp/apply>
- <https://www.justice.tas.gov.au/rwvp/renew/renew-your-rwvp>
- <https://www.justice.tas.gov.au/rwvp/check-a-registration>
- <https://www.justice.tas.gov.au/rwvp/support-and-resources/rwvp-expansion-project>
- <https://www.justice.tas.gov.au/rwvp/apply/do-you-need-a-rwvp/registration-decision-tool/start>

VIC

- <https://www.vic.gov.au/about-working-with-children-check>
- <https://www.vic.gov.au/do-i-need-check>
- <https://www.vic.gov.au/how-apply-working-with-children-check>
- <https://www.vic.gov.au/information-organisations>
- <https://www.vic.gov.au/current-cardholders>

WA

- [Working with Children Check - Resources](#)