

NSW Working with Children Check

NSW law requires self-employed people and volunteers who are over the age of 18 and who work with children under the age of 18 to undertake a Working With Children Check. This check takes two forms:

1. People who are self-employed, including contractors, must have a valid Certificate for Self Employed People issued by the NSW Commission for Children and Young People. This certificate confirms that you do not have a criminal record that prohibits you from working with children.
2. All volunteers who work with children must complete a Volunteer/Student Worker - Declaration form. On this form, you must declare that you have not been convicted of any offence that makes you a person prohibited from working with children.

NSWFA is registered with the NSW Commission for Children and Young People.

1. Certificate for Self Employed People

In fencing, this Certificate applies to coaches who are paid for giving fencing lessons in schools, clubs and elsewhere.

NSWFA requires coaches appointed to official NSWFA coaching roles to have a valid Certificate for Self Employed People. NSWFA also requires paid coaches who coach children at NSWFA competitions to have a Certificate.

All coaches who are paid for their work should also hold a valid Certificate for Self Employed People. Coaches who work in schools will generally be required by the school to have a Certificate.

Certificates for Self Employed People must be renewed after three years.

How to get a Certificate:

1. Go online at the Commission for Children and Young People website <https://check.kids.nsw.gov.au/#self-employed> and fill out the application form
2. Make an appointment with a police station
3. Take the application form and 3 types of identification (see the form) to the police station
4. Pay \$80 in cash, by cheque or Visa/Mastercard
5. Await delivery of your Certificate by post
6. Send a copy of the Certificate to the Secretary, NSW Fencing Association, GPO Box 1654, Sydney NSW 2001. NSWFA will maintain a register of coaches with Certificates.

2. Volunteer/Student Worker – Declaration

NSWFA requires the following volunteers to complete a Volunteer/Student Worker – Declaration form: members of the NSWFA Executive, members of fencing club committees, tournament officials, members who assist in the management of competitions, fencing camps and courses and anyone else who is working with young fencers. Volunteer referees at NSWFA fencing competitions are not required to make a Declaration. NSWFA will keep a register of volunteers who have made the Declaration.

How to make a Declaration

1. Go online at the Commission for Children and Young People website <https://check.kids.nsw.gov.au/#are-you-volunteer> fill out the declaration form and submit online.
2. Print a copy of your completed Declaration and send it to The Secretary, NSW Fencing Association, GPO Box 1654, Sydney NSW 2001.

(Prepared January 2012)