

# Working With Children Check Policy

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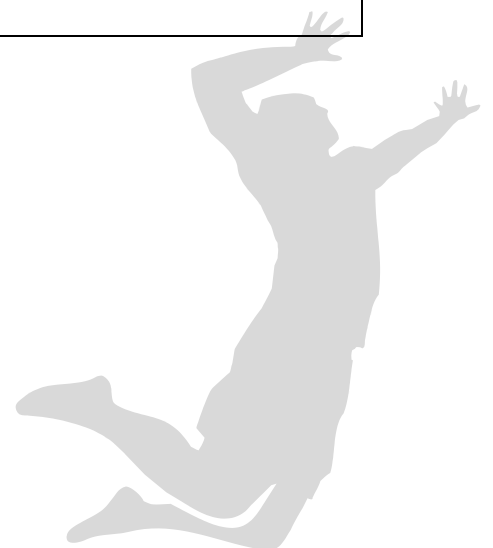
Last Reviewed: November 2021

Next Review: November 2024

Applicable Legislation:

- Working with Children (Criminal Record Checking) Act 2004
- Working with Children (Criminal Record Checking) Regulations 2005.

This policy will be reviewed every three years or earlier if required by the organisation. The review will ensure it reflects both the community expectations and all legal requirements.



### Purpose Statement

The Working with Children (WWC) Check is a compulsory screening strategy in Western Australia and the Christmas and Cocos (Keeling) Islands for people who engage in certain paid or unpaid work with children, described as “child-related work” under the Working with Children (Criminal Record Checking) Act 2004 (the WWC Act).

The purpose of this policy is to outline Volleyball WA’s (VWA) obligations, responsibilities, and expectations under the WWC Act.

This policy is to be read in-conjunction with the VWA Child Safeguarding Policy.

### Policy Application

This policy applies to all VWA employees, contractors, volunteers and members, and all other people or organisations which by agreement or otherwise, are bound to comply with this policy.

This policy applies to behaviour occurring during VWA business, activities, competitions, and events.

### Definitions

The following definitions are listed to provide clarity for this policy.

- **Child/children** mean a person who is under the age of 18 years.
- **Contact** means any form of physical contact, any form of oral communication, whether face to face, by telephone or otherwise and any form of electronic communication. But does not include contact in the normal course of duties between an employer and an employee or between employees of the same employer.
- **Child-related work** has a specific definition in the WWC legislation. Work is classified as child-related work if the usual duties of the work involve or are likely to involve contact with a child in connection with at least one of the categories of child-related work unless an exemption applies.
- **Member** means an individual, club, an affiliated club, or association who is a member of VWA.
- **Screening Check** means the process outlined in the Volleyball WA WWC Check Procedure to determine whether a person is suitable for the position of the application.
- **Staff** refers to employees, contractors, volunteers and unpaid students on placement.
- **Voluntary work** is where an individual receives no financial reward or remuneration. A person who receives payments that just cover the costs of carrying out their child-related work is considered to receive “no financial reward” and is considered to be a volunteer by the WWC Screening Unit.
- **WWC Check Registration Officer** means the VWA employee who is responsible for maintaining compliance.
- **Working with Children Check (WWC Check)** is a compulsory screening strategy in Western Australia and the Christmas and Cocos (Keeling) Islands for people who engage in certain paid or unpaid work with children, described as ["child-related work"](#) under the *Working with Children (Criminal Record Checking) Act 2004*.
- **WWC Act** means to the *Working with Children (Criminal Record Checking) Act 2004*.

## Background

Under the WWC Act, people whose usual duties of work involve (or are likely to involve) contact with a child in connection with one or more categories of child-related work and where no exemptions apply are required to have a WWC Check. VWA will take all reasonable steps to identify who within VWA is in child-related work and if a WWC Check is required.

## Policy Statement

VWA is committed to ensuring all children can participate in a safe and inclusive environment. As such, VWA has a legal obligation to comply with the *Working with Children (Criminal Record Checking) Act 2004* and as such will apply the following:

### Obligations

- When seeking nominations or expressions of interest for appointments (paid or voluntary) VWA will provide the applicant with information regarding the screening process and the specific criteria for the position.
- VWA will keep and maintain accurate records of all individuals with a current WWC and periodically check the validity of a WWC, for both new and existing staff and visitors.
- All VWA employees, contractors, volunteers, visitors, and members have a responsibility to comply with all requirements to the satisfaction of VWA.
- In the event that individual circumstances change and contravene this policy and the WWC Act, it is the responsibility of the individual to notify VWA.
- Where an employee, contractor, volunteer and/or member engaging in child-related work refuses to obtain or renew a WWC Check, VWA will remove them from child-related work.
- In the event that VWA receives notification of a Negative Notice or Interim Negative Notice, VWA will cease to engage the individual in child-related work.
- VWA will support its affiliated clubs and associations to maintain and manage their own WWC check process and register.

### Confidentiality

- It is critical that confidentiality is maintained at all times. Information obtained during the screening process will not be provided to any person who is not authorised to access such information.
- The screening process will only be completed by the nominated VWA employee as outlined in the WWC Check Screening Procedure.
- VWA will ensure that only Authorised Representatives will sign WWC Check applications and confirm online renewals and that the WWC Check Registration Officer will be nominated as the Authorised Representative to receive the outcomes.

### Interstate Travel

- VWA staff and visitors travelling with children to another state or territory will comply with the screening requirements of that particular state or territory.

## Responsibilities

VWA's role and contribution in making this policy work is to take all reasonable steps necessary to ensure that staff, visitors and members at VWA know:

- what the WWC Check is; and
- what the Child Safeguarding Policy and this policy represent and their roles and responsibilities.

This will be achieved by:

- Placing the safety and welfare of children above other considerations.
- Raising awareness of the WWC Check and VWA's compliance requirements throughout VWA.
- Appoint a WWC Check Registration Officer, who will be responsible for maintaining compliance of the WWC Check Screening Procedure.
- Identifying the VWA Managers' roles and responsibilities within the screening process.
- Identifying the categories of child-related work that VWA employees, contractors, volunteers and visitors engage in.
- Keeping adequate records that demonstrate VWA's compliance with the WWC Act.
- Checking, recording, and validating WWC Cards of all new employees, contractors, volunteers and visitors.
- Notifying the WWC Screening Unit of new staff who already have a WWC Card from a previous employer.
- Periodically checking and recording that all current staff have WWC Cards that are valid, current and have not been cancelled.
- Having a strategy to ensure everyone engaging in child-related work renew their WWC Cards every three years, before their WWC Cards expire.
- Having a strategy in place to ensure that anyone issued with an Interim Negative Notice or Negative Notice does not engage in child-related work.
- Educating staff, visitors and members on this policy and related procedures. Identifying that they will be required to comply with this policy and outlining the possible consequences associated with breaches of this policy.
- Reporting any concerns to the WA Police and or WWC Screening Unit as required.

## Policy Breaches

VWA will take all breaches of the policy seriously and will ensure they are dealt with promptly, sensitively, and confidentially.

Disciplinary action may be taken against a person who is found in breach of this policy, in accordance with the Complaints Management Procedure.

If a criminal offence is considered to have been committed, the appropriate authorities will be contacted for advice and guidance.

# Document Control

## Version History

Date	Version number	Executive Summary of changes
October 2021	2.0	<ul style="list-style-type: none"><li>The WWC Check Policy has been extracted from the 2019 Child Safeguarding Policy, reviewed and updated to align with the current information released from the WWC Screening Unit in 2021.</li></ul>

## Appendix & Relevant Procedures

This policy is to be read in-conjunction with the following:

- VWA Child Safeguarding Policy
- VWA Photography and Videography Policy
- VWA Codes of Conduct
- Safe Transport Policy