



WORKING WITH CHILDREN'S (WWC) CHECK POLICY

POLICY STATEMENT

East Sunbury Sporting Group (ESSG), and its sub committees, will assess and verify the suitability of Committee members and volunteers who will be working with children. The ESSG encourages all volunteers to obtain a Working With Children Check (WWC Check) to uphold the *Child Safe Standards* of the East Sunbury Sporting Group and its clubs. If a volunteer's occupation exempts them from the requirement to have a WWC Check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption. In addition to a WWC Check, ESSG may also require a criminal record check. This may be considered necessary when certain offences are relevant to the duties of the volunteer or Committee members, for example, checking for dishonesty offences may be required for a role that involves managing finances or petty cash.

POLICY PURPOSE

To minimise risk of harm to children by requiring Committee members and volunteers of the ESSG to provide evidence that they have appropriate approvals to work with children in accordance with legislation, or otherwise are entitled to an exemption (see section 5- Exemptions).

IMPLEMENTATION

It is the responsibility of the ESFC, ESCC and ESNC (overseen by the ESSG) to ensure that only suitable and eligible persons are allowed to hold positions of influence when their positions will require them to work with children.

1. Volunteers & Officials

1.1 Volunteers & Officials requiring a WWC.

Members of the East Sunbury Sporting Group, East Sunbury Football Club, East Sunbury Cricket Club and East Sunbury Netball Club committees, in addition to coaches, assistant coaches, trainers and team managers associated with the aforementioned organisations are required to hold a current WWC Check. Other members who will be working with ESSG, ESFC, ESCC and ESNC in an *official* capacity- whether as a volunteer or in a paid role, will be encouraged to obtain a WWC check to create an environment that meets the ESSG's *Child Safe Standards*.

The ESSG committee, in addition to its sub committees, reserves the right to request members to obtain a WWC to fulfil a volunteer or official role, and bar any member who refuses such a request from working in a capacity as outlined under section 1.1 *Volunteers and Officials Requiring a WWC*.

1.2 Commencing volunteering

A volunteer can commence work with the ESSG, ESFC, ESCC or ESNC when they provide a receipt as proof that they have applied for a WWC Check with the Department of Justice and have otherwise been considered by the ESSG, or its Sub Committees, to be suitable. If a person is given a 'negative notice' in regard to their application, they will be requested to immediately cease in their capacity.

2. Working with Children Check

The WWC Check is a minimum checking standard set by the Working with Children Act 2005 for those who work with children, either on a paid or voluntary basis. It checks for serious sexual, violent and drug-related offences as well as disciplinary findings of professional agencies.

The WWC card is:

- valid for 5 years
- transferable between volunteer organisations
- free of charge for volunteers, but cannot be used for paid employment.
- under the section marked 'Details of Organisation'; candidates must ensure they *state 'East Sunbury Sporting Group'*.

3. Maintaining records

Secretaries of the sub committees are responsible for collating a copy of each relevant volunteer or committee members WWC Check, including expiry dates, and passing all necessary documentation onto the ESSG Secretary for record keeping.

It is the responsibility of the Committee member or volunteers to:

1. Provide the ESSG with the successful WWC Check card prior to commencement and have the ESSG listed under 'Details of Organisation'.
2. Notify the ESSG or its sub committees if there has been a relevant change in circumstances, for example, if they have been charged or found guilty of a new relevant offence or if their WWC Check has been suspended.
3. Apply for a new WWC Check before their card expires.

4. Privacy

The ESSG applies privacy principles when collecting, using, retaining or disposing of personal or health information in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).

5. Exemptions

The Working with Children Act identifies categories of individuals who are exempted from the requirement to have a WWC Check. ESSG reserves the right to nevertheless require a WWC Check if the ESSG or its sub committee's considers it necessary in the circumstances. The exempt categories are:

5.1 Student volunteers

A student who is 18 or 19 years of age is exempt from the WWC Check for volunteer work organised by or held at the same sporting club they attend.

5.2 Teachers

Registered teachers or teachers who have permission to teach from the Victorian Institute of Teaching under Part 2.6 of the *Education and Training Reform Act 2006* is exempt from requiring a WWC Check. A copy of VIT registration must be provided to the club secretary as proof of exemption.

5.3 Police officers

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from requiring a WWC Check. A copy of the officers' identification must be provided to the club secretary as proof of exemption

5.4 Waiting for card

Volunteers waiting for a card, having paid for their check, are able to work, as long as the receipt has been sighted.

5.5 Exemptions subject to a negative notice

In accordance with Article 32A of the *Working With Children's Act (2005)*, persons given a negative notice upon application for a *Working With Children's Check*, or who have been directed to surrender their *Working With Children's Check* by the Department of Justice are not eligible for an exemption under any circumstances, and subsequently unable to work or volunteer in any capacity where it is reasonably expected such work will involve contact with children under the age of 18, or as outlined in *section 1.1 Volunteers & officials requiring a WWC*.

For a full list of exemptions and examples refer to: Working with Children Check- Exemptions

<http://www.workingwithchildren.vic.gov.au/home/about+the+check/who+needs+a+check/exemptions/>

LINKS AND REFERENCES

[Working with Children Check](#)

[Working with Children's Act \(2005\)](#)