



## WORKING WITH CHILDREN POLICY

The Club recognises a need to safeguard the organisation and all children against appointing coaching staff or committee members who have been convicted of criminal offences that may present risks to the organisation. The risk includes a range of factors including possible fraud, misappropriation of funds, assault, abuse or the prospective persons suitability to provide services to children.

### DEFINITIONS

- **Working With Children Check:** A check conducted that reviews the criminal history records across your lifetime, from Victoria Police, the police of other Australian states and territories and the Australian Federal Police. If volunteer has resided overseas, a Criminal Records Check from the relevant jurisdiction(s) will also be required.

The WWC Check reveals information about

- convictions and findings of guilt from when you were under 18 years of age
- findings of guilt with or without a conviction
- guilty pleas
- acquittals because of mental impairment
- spent convictions
- pending charges
- the circumstances of these charges or court findings

The offences that are relevant to the WWC Check are:

- serious sexual, violent or drug offences
- any offence that presents an unjustifiable risk to the safety of children
- offences against the Working with Children Act 2005.

### SCOPE

This policy applies to all volunteers, agents of the Club and committee members who work with children within the Club.

### POLICY

The Club requires that all volunteers, agents of the Club and committee members who work with children within the Club to complete a satisfactory Working with Children Check prior to commencement of duties. While the principles of natural justice will apply in all decisions, the overriding consideration will always be given to the safety and wellbeing of the Junior Members of the Club.

### PROCEDURE

The Club will:

- Inform all prospective volunteers working in the vicinity of Club members under the age of 18 that they will be required to provide a current Working with Children Check prior to commencing with the Club.
- If any recorded criminal convictions are identified, refer the matter to the Club President and/or the Committee for a determination as to whether the specified conviction would be likely to place Club members at any risk or breach the organization's duty of care obligations.
- The decision will be based on whether the conviction has been for an offence which directly relates to the duties, whether the position being sought would offer unsupervised opportunities for a similar



offence to take place, whether the offence has occurred recently, whether there are single or multiple convictions and whether the conviction(s) reflect generally on the suitability of the person to become a volunteer or committee member.

- The President having made a formal determination about the applicant's suitability to be a volunteer/committee member will ensure a copy of the determination is appropriately filed.
- Ensure all copies of Working with Children's Checks are kept in accordance with the Privacy and Confidentiality Act.
- In order to meet audit requirements a register will be maintained containing the following:
  - The name of the volunteer
  - The date the check was completed
  - A photocopy of the card

#### POLICY REVIEW

This policy will be reviewed annually to ensure it remains relevant to Club operations and reflects both community expectations and legal requirements.

Reference: 'Working with Children Check', Victorian Government, <https://www.vic.gov.au/working-with-children-check>

'Privacy and Data Protection Act 2014' Office of the Victorian Information Commissioner', <https://ovic.vic.gov.au/privacy/for-the-public/your-privacy-rights/#:~:text=In%20Victoria%2C%20you%20have%20privacy,health%20information%3B%20or>