



CRIMINAL RECORD CHECKS

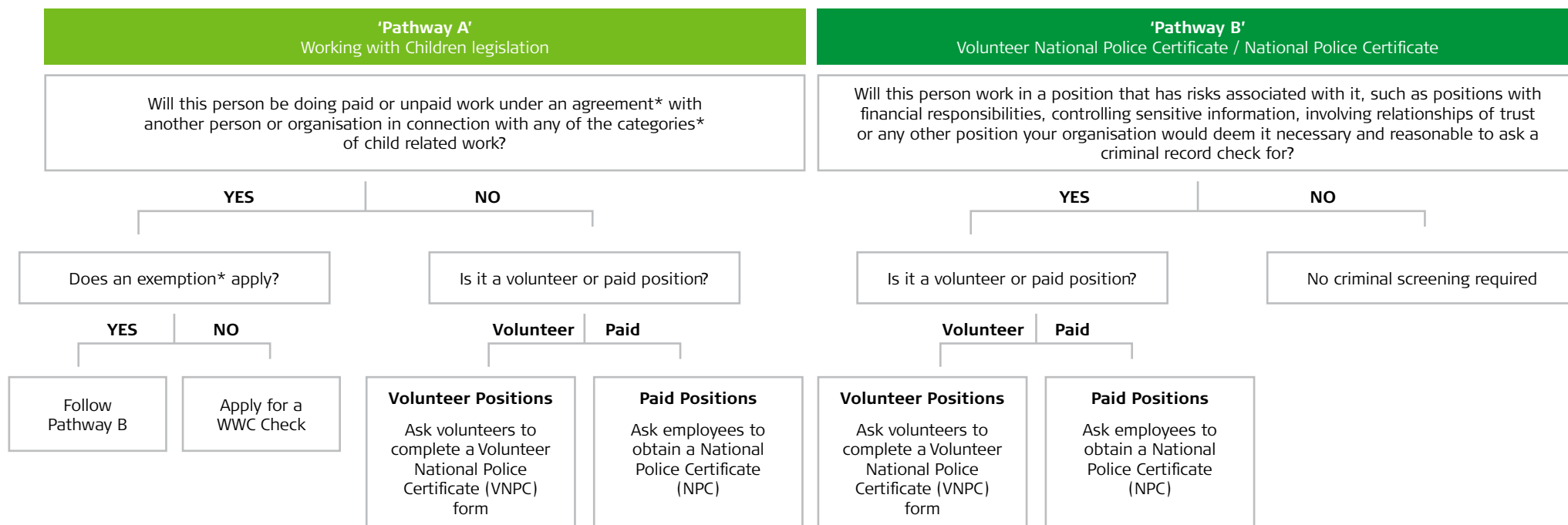


Criminal record checking is an important part of a screening procedure and an integral part of all affiliated organisations' commitment to Netball Australia's Member Protection Policy. The below diagram expands Section 3: Criminal Record Checks from page 5 & 6 of Netball WA's Member Screening Procedure, and shows the different criminal record checks organisations may utilise.

Examples of positions that may require a criminal record check include: **Coaches, Team Managers, Umpires, Administrators/Secretaries, Board/Committee Members.**

Once a screening procedure has been followed, a decision needs to be made about whether the person is suitable for the role and advise the person in writing if they are being offered the position or not. Please refer to Section 6: Appointment and Induction of Netball WA's Member Screening Procedure for further information, making sure you follow any policies and procedures your organisation may have in place when making this decision.

**In this role will the usual duties or work involve, or be likely to involve, contact* with children?
See examples of positions that may require a criminal record check on page 5 of NWA's Member Screening Procedure**



Record all criminal screening outcomes in a spreadsheet in a confidential place. (For further information about criminal record checks, see page 5-6)

* Contact – Contact is defined as any form of physical contact, oral communication, whether face-to-face, by telephone or otherwise or electronic communication. However it does not include contact in the normal course of duties between an employer and an employee or between employees of the same employer. * Agreement – An agreement (written or unwritten) by a person with another person or organisation, to engage in child related work either for payment or on a voluntary basis. *Categories - There are 18 categories of "child-related work" in the WWC Act. A person is only in child-related work if their usual duties involve or are likely involve contact with a child in connection with at least one of these categories and an exemption does not apply. .

*Exemptions -refer to the WWC website, factsheet 2 - workingwithchildren.wa.gov.au/docs/default-source/default-document-library/factsheet-2-child-related-work-and-exemptions-2015.pdf. Information is accurate as at June 2016