



# POLICY



## WORKING WITH CHILDREN CHECK POLICY (Netball WA)

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Version: 1	Approved by Board on:
Policy Type: Operational	Scheduled review date: September 2022
Responsible person: Governance and Compliance Coordinator	

### Purpose

The purpose of this policy is to outline Netball WA's obligations, responsibilities and expectations under the WWC Act.

For the purpose of this policy, Netball WA includes West Coast Fever and Glass Jar Australia.

### Background

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).

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. Netball WA will take all reasonable steps to identify who within the Organisation is in child-related work and if a WWC Check is required.

### Definitions

- **Associate Member** means a playing and/or governing body that does not meet the criteria of a Member Association or Affiliated Club and is granted membership at the Netball WA Board's discretion.
- **Association** means Tier 1 Associations, Tier 2 Associations, and Tier 3 Associations, which are recognised members of Netball WA as prescribed under Rule 5.4 of the Netball WA Constitution.
- **Child** means a person who is under the age of 18 years.
- **Club** means a registered financial club of a Member Association.
- **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.



- **Contractor/s** means a person/s, company, organisation or entity that undertakes a contract to provide labour or services.
- **Employee** means an individual who is employed for wages, or salary in a casual, part-time, or full-time position within the organisation.
- **Entity Team** means a single team of Individual Members that does not form part of an Affiliated Club and does not by itself have membership rights.
- **Individual Member** means an affiliated financial individual playing member or non-playing member of a Member Association and/or Affiliated Club, which is recognised as a member under Rule 5.3(f) of the Netball WA Constitution.
- **Life Member** means an individual upon whom life membership of Netball WA has been conferred under Rule 5.3(g) of the Netball WA Constitution.
- **Member** means an Association, Associate Member, Club, Entity Team, Member Entity, Individual, or Life Member who is an affiliated member of Netball WA as defined in this policy.
- **Member Entity** means all Associations, Clubs, Associates and other approved Members of Netball WA excluding Individual and Life Members.
- **Netball WA Activities/Events** means events or activities including, but not limited to, competitions, education events, meetings, functions, seminars, or any other activity organised by Netball WA.
- **Visitor** means a person who is delivering a service at any Netball WA Activities/Events.
- **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 Act** means the Working with Children (Criminal Record Checking) Act 2004.
- **WWC Check** means the Working with Children Check.

### Policy Application

This policy applies to all Netball WA employees/contractors/volunteers/visitors, 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 the course of Netball WA activities, competitions and events.

### Obligations

Netball WA has an obligation to comply with the WWC Act. When seeking nominations or expressions of interest for appointments (paid or voluntary) Netball WA will provide the applicant with information regarding the screening process and the specific criteria for the position. Netball WA will keep and maintain accurate records of all individuals with a current WWC Check and periodically check the validity of a WWC Check, for both new and existing employees/contractors/volunteers/visitors.

Employees/contractors/volunteers/visitors and members have a responsibility to comply with all requirements to the satisfaction of Netball WA. In the event, that individual circumstances change



and contravene this policy and the WWC Act, it is the responsibility of the individual to notify Netball WA. Where an employee/contractor/volunteer/visitor engaging in child-related work refuses to obtain or renew a WWC Check, Netball WA will remove them from child-related work.

In the event that Netball WA receives notification of a Negative Notice or Interim Negative Notice, Netball WA will cease to engage the individual in child-related work.

### 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. Netball WA will ensure that only Authorised Representatives will sign WWC Check applications and confirm online renewals and that the Netball WA Governance and Compliance Coordinator will be nominated as the Authorised Representative to receive the outcomes.

### Interstate Travel

Netball WA employees/contractors/volunteers travelling with children to another state or territory will comply with the screening requirements of that particular state or territory.

### Responsibilities

Netball WA's role and contribution in making this policy work is to take all reasonable steps necessary to ensure that everyone in the Organisation knows:

- What the WWC Check is;
- What this policy represents and their roles and responsibilities.

### Processes

This will be achieved by:

- Placing the safety and welfare of children above other considerations;
- Raising awareness of the WWC Check and Netball WA's compliance requirements throughout the organisation;
- Appointing WWC Check Registration Officers across the Organisations central and regional offices;
- Identifying the categories of child-related work that Netball WA employees/contractors/volunteers/visitors engage in;
- Keeping adequate records that demonstrate our compliance with the WWC Act;
- Checking, recording and validating WWC Cards of all new employees/contractors/volunteers/visitors and notifying the WWC Screening Unit of new employees/volunteers who already have a WWC Card from a previous employer;
- Periodically checking and recording that all current employees/contractors/volunteers WWC Cards are valid, current and have not been cancelled;
- Having a strategy to ensure employees/volunteers 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 any employee/volunteer issued with an Interim Negative Notice or Negative Notice does not engage in child-related work;
- Educating employees/contractors/volunteers/visitors and members on this policy and procedures; identifying that they will be required to comply with this policy and outlining the possible consequences associated with breaches of this policy;
- Providing opportunities for the sharing of best practice and feedback through meetings and forums;
- Reporting any concerns to Netball Australia, Department of Local Government Sport & Cultural Industries (DLGSC), WA Police, WWC Screening Unit as required; and
- Reviewing this policy and updating as required every 12 months.

### Policy Breaches

Netball WA 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 relevant Netball WA Policies and Procedures.

### Changes to This Policy

This Policy may be cancelled, amended or supplemented by the NWA Board as and when it sees fit. Any variation or amendment will be given in writing by the CEO of NWA on behalf of the NWA Board. This Policy will be reviewed annually.

### Related Documents

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

- Netball WA Working with Children Internal Processes
- Netball WA Internal Processes Check List
- Netball WA Members Screening Guidelines
- National Principles for Child Safe Organisations
- Working with Children (Criminal Record Checking) Act 2004; and
- Working with Children (Criminal Record Checking) Regulations 2005

### Authorisation

Simone Hansen  
CEO  
Netball WA

28/7/2021  
Date:





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