



PRINCIPAL PARTNER



POLICY



WORKING WITH CHILDREN CHECK POLICY (MEMBER)

Creation Date: 10 March 2021	Approved by CEO on: 28 July 2021
Version: 1.0	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 (NWA) and each Member's obligations, responsibilities, and expectations under the Working with Children Act.

For the purpose of this policy NWA includes West Coast Fever Ltd and Glass Jar Australia Ltd.

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).

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

- *NWA Working with Children Check Process*;
- *National Principles for Child Safe Organisations*;
- *Working with Children (Criminal Record Checking) Act 2004*; and
- [Working with Children \(Criminal Record Checking\) Regulations 2005](#).

Applicability

This Policy applies to all of the following organisations and individuals, undertaking positions and or roles in child related work whether in a paid or unpaid/voluntary capacity:

- NWA and its Members;
- Any other person who has agreed to be bound by this Policy.

This Policy applies to behaviour occurring during the course of netball activities, competitions and events including but not limited to:

- During any paid or volunteer activities of NWA or its Members;
- During all netball related activities of NWA or its Member Entities, including competitions, training, events and camps;
- At all times when providing services on behalf of NWA or a Member Entity, and;



- At all times when acting in any capacity, whether voluntary, paid or unpaid, on behalf of NWA or a Member Entity.

Definitions

Child means 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.

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.

Member means an Association, Club, Entity Team, Organisation or individual or anyone else who is a member of NWA under its constitution.

Member Entity means an Association, Club, Entity Team, or Organisation that is an affiliated member of NWA under its constitution.

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.

Responsibilities

Members have an obligation to comply with the WWC Act. When seeking nominations or expressions of interest for appointments (paid or voluntary) Member Entities will provide the applicant with information regarding the screening process and the specific criteria for the position. It is the responsibility of each Member Entity to ensure that they 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 and visitors.

Employees/contractors/volunteers/visitors and members have a responsibility to comply with all requirements to the satisfaction of the Member Entity and the WWCC Act. In the event that a Member becomes aware of a change in individual circumstances that may change or contravene this policy and the WWC Act, it is the responsibility of the Member to notify NWA as soon as reasonably practicable. Where an employee/contractor/volunteer/visitor engaging in child-related work refuses to obtain or renew a WWC Check, the Member Entity is responsible for ensuring that the individual is removed from child-related work.

In the event that a Member receives or is informed of notification of a Negative Notice or Interim Negative Notice, the Member Entity will cease to engage the individual in child-related work. It is expected that NWA will do the same.



Process

1. Each Member Entity shall have a Working with Children Check Policy in place.
2. Each Member Entity shall have the following in place;
 - a. An appointed Working with Children Check Registration Officer (or someone responsible to ensure the register is maintained);
 - b. A categories of child related work record sheet;
 - c. A roles record sheet; and
 - d. A Working with Children Check Procedures document in place.
3. It is the responsibility of each Member Entity to ensure that records are maintained and accurate in regard to their volunteer network.
4. In the event of an expired WWCC, the individual is not permitted to engage in child related activities until the individual has applied for a new WWCC and this has been submitted to the WWC Screening Unit.
5. The Member Entity is required to view and maintain accurate record of receipt of this card being applied for.
6. NWA may complete an audit of a Member Entity's required documentation from time to time.
7. NWA is required to be notified in writing within a reasonable timeframe of a Negative Notice or Interim Negative Notice being issued to a member of a Member Entity.
8. In the event that an Interim Negative Notice is changed following an assessment from the Screening Unit, NWA will need to be informed prior to the individual re-engaging in child related work.

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

NWA Working with Children Check Policy
NWA 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

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Netball WA

13/9/2021
Date:





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