

This Member Screening Guideline is to provide clarity for Member Associations on Netball WA's (NWA) recommendations on taking appropriate steps within their organisations to keep children and members safe.

NWA is committed to educating our Clubs and Associations to have the knowledge and tools necessary to appropriately screen their members, thus appointing appropriate personnel to their organisation.

In-line with the Netball Australia Safeguarding Children & Young People Policy and the Netball Australia Member Protection Policy, the following document contains a number of screening measures Clubs and Associations can employ to safeguard their members.

While NWA recommends the following document as a guideline for best practice screening of all volunteers, please note that Western Australian legislation requires anyone involved in paid or unpaid 'child-related' work to obtain a Working with Children (WWC) Check (unless exempt). WWC legislation is explained in further detail in *Criminal Record Checks* in the document.

Recruitment and Selection

Duty Statements

NWA has developed a number of templated duty statements, which can be tailored to suit the volunteer positions in your Club or Association. Please contact NWA at governance@netballwa.com.au for copies of these templates.

Netball Australia Safeguarding Children & Young People Policy

Recruitment & Screening – Appendix 5

Netball Australia, as part of the Safeguarding Children & Young People Policy, have developed recruitment and screening guidelines to provide a fair, safe, consistent, and comprehensive recruitment process across Netball. Appendix 5 outlines the Recruitment and Screening Guidelines.

Child Related Position Assessment – Appendix 6

Netball Australia Safeguarding Children & Young People Policy – Appendix 6 outlines Child Related Position Assessment. This child-related position assessment can be used by organisations to identify child-related positions however, it should not be used to determine if a person requires a WWCC. The relevant WA legislation should be used to determine if a person requires a Working with Children Check.

Interview Requirements & Sample Questions – Appendix 7

The interview process is a very important step in determining if a person is the right person for an organisation and in identifying any people that may pose a risk of harm to children. Netball Australia Safeguarding Children & Young People Policy – Appendix 7 outlines Interview Requirements & Sample Questions.

Reference Check Requirements & Sample Questions – Appendix 8

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. Netball Australia Safeguarding Children & Young People Policy – Appendix 8 outlines Reference Check Requirements & Sample Questions.

Criminal Record Checks

Working with Children Check

The Working with Children (WWC) Check is a compulsory screening strategy for people engaging in child-related work in WA and the Christmas and Cocos (Keeling) Islands. A WWC Check is required if someone has an **‘agreement to work’** in a role undertaking **‘child-related work’**, and no **‘exemptions’** apply. The WWC Check is governed by the [Working with Children \(Screening\) Act 2004](#).

For further information visit [Working with Children Check](#)

Please note: that according to the [WWC Screening Unit](#), Netball Australia Safeguarding Children & Young People Policy and WA legislation, an individual must be removed from child related work immediately if issued with an Interim Negative Notice or Negative Notice. Any action taken as a result of the issue of an Interim Negative Notice or Negative Notice should be based upon information issued by the WWC Screening Unit.

Volunteer National Police Certificate

The Volunteer National Police Certificate (VNPC) can be requested from persons exempt from the WWCC. The VNPC lists an individual’s disclosable court outcomes and pending charges from all Australian police jurisdiction, based on the purpose of the check. This certificate is only available to registered volunteer organisations and can only be used for volunteering within Western Australia.

[How to Apply for a Volunteer National Police Certificate](#)

National Police Certificate

The National Police Certificate (NPC) can be requested from persons exempt from the WWCC and may also be requested for persons undertaking Board/Committee positions within the Club or Association. This provides Clubs and Associations confidence that persons taking on roles of responsibility (i.e finance) have not had fraudulent charges pending or against them. The NPC contains a list of a person’s disclosable court outcomes and pending charges from all Australian police jurisdictions. This includes traffic and non-police prosecuted matters.

[Apply for National Police Certificate](#)

Reporting Guidelines

Netball Australia

Netball Australia Safeguarding Children & Young People Policy – Appendix 2 outlines how to Respond to Child Abuse Allegations.

Sport West – True Sport

Sport West has developed a document that provides information about how to respond to concerns or disclosures or young person being at risk of harm. This is specific to WA.

[True Sport Reporting Flow Chart](#)

Support Documents	
NWA-POL-26	Working with Children Policy (Employee)*
NWA-POL-27	Working with Children Policy (Member)*
INT010	Netball Australia Member Protection Policy
INT004	Netball Australia Safeguarding Children & Young People Policy

* The NWA Working with Children Policies are available on the NWA Website, please visit the [Policies and Procedures](#) page.