



Policy		Working with Children (Member)		NWA-POL-27
Department	Community	Creation Date	July 2021	
Custodian	General Manager Community Netball	Reviewed	August 2025	
Review Period	2 years	Review Date	August 2027	

Policy Statement

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 (Screening) 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 Affiliated Member Associations and Clubs are to take all reasonable steps to identify who within their Organisation is in child-related work and if a WWC Check is required.

Scope

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.

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.

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Implementation

Responsibilities

Members have an obligation to comply with the WWC Act. When seeking nominations or expressions of interest for appointments (paid or voluntary) Club, Member Association and 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 Club, Member Association and 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 Club, Member Association and 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 Club, Member Association and 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 Club, Member Association and Member Entity will cease to engage the individual in child-related work. It is expected that NWA will do the same.

A person with an Interim Negative Notice or Negative Notice cannot access the parent volunteer, child volunteer or unpaid student under 18 years of age exemptions, as they cannot carry out child-related work. It is the responsibility of the individual to ensure they are eligible to access the child or parent volunteer exemptions. If a volunteer has a current Interim Negative Notice or Negative Notice, they need to immediately stop accessing the exemption and stop working with children. They do not have to provide a reason to the organisation as to why they are no longer able to volunteer with children.

Process

1. Each Club, Member Association and Member Entity shall have a Working with Children Check Policy in place.
2. Each Club, Member Association and 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 Club, Member Association and 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 Club, Member Association and 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 Club, Member Association or 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 Club, Member Association or 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 CEO as and when they see fit. Any variation or amendment will be given in writing by the CEO of NWA. This Policy will be reviewed every 2 years.

If this policy does not include provision for any new or updated legislative changes, then the relevant clauses in the WWC legislation are deemed to apply until action is taken to correct/update this policy.

Definitions

Child	A person who is under the age of 18 years.
Club	A registered financial club of a Member Association.
Contact	Any form of physical contact, any form of oral communication, whether face to face, by telephone or otherwise and any form of 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.

Contractor/s	A person/s, company, organisation or entity that undertakes a contract to provide labour or services.
Employee	An individual who is employed for wages, or salary in a casual, part-time or full-time position within the organisation.
Member	A Club, Entity Team, Member Association, Member Entity, Individual Member or Life Member who is an affiliated member of NWA as defined in this policy.
Member Association	An Association which is recognised as an affiliated member of Netball WA as prescribed in the Netball WA Constitution under the Tier 1, Tier 2 or Tier 3 Membership category.
Member Entity	Association with only Non-Playing members and/or volunteers, GIG WANL Club, Independent NetSetGO Centre or any other approved affiliate of Netball WA who have been approved under the Tier 4 Membership category as prescribed in the Netball WA Constitution
Negative Notice	The WWC Screening Unit's assessment or re-assessment of a person's eligibility to hold a WWC Card indicates an unacceptable risk to children, and they are prohibited from engaging in child-related work.
Usual Duties	A WWC Check is required by a person who participates in child-related work, which means if the usual duties of the work involve, or are likely to involve, contact with a child in connection with any of the prescribed categories of child-related work. 'Usual duties' are the things you do regularly as part of your job or volunteering role (the things you couldn't perform your job/role if you didn't do).
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	The Working with Children (Screening) Act 2004.
WWC Card	A Working with Children Card or Assessment Notice.
WWC Check	The Working with Children Check.

Relevant Legislation/Compliance

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

Legislation / Compliance
Working with Children (Screening) Act 2004. https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_1095_homepage.html
Working with Children (Screening) Regulations 2005 https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_2229_homepage.html
National Principles for Child Safe Organisations. https://www.wa.gov.au/organisation/departments-of-communities/child-safe-organisations
Ombudsman Reportable Conduct https://www.ombudsman.wa.gov.au/Reportable_Conduct/Reportable_Conduct.htm

Support Documents

Document Number	Document Description
INT004	Netball Australia Safeguarding Children and Young People Policy
INT010	Netball Australia Member Protection Policy
NWA-GUI-19	NWA Member Screening Guidelines*
External Document	True Sport - Sport West, <i>Reporting Flow Chart Template (Template 6.4)</i>

* The NWA Member Screening Guidelines is available on the NWA Website, please visit the [Member Protection](#) page.