



## Working with Children Check Registration Officer

The Working with Children (WWC) Check Registration Officer is responsible for managing the Coastal Sparks Netball Club WWC Check record keeping processes.

### Accountability

The WWC Check Registration Officer is directly responsible to the President of Coastal Sparks Netball Club.

### Responsibilities and duties

- Adhere to the mission, vision, and values of the Coastal Sparks Netball Club.
- Manage the WWC Check record keeping spreadsheet.
- Act as a representative of the Coastal Sparks Netball Club on WWC Check application forms and online renewals.
- Check the validity of WWC Cards and status of application receipts.
- Advise the WWC Screening Unit of new workers who already hold WWC Cards.
- Cease engaging individuals in 'child-related work' if they do not have a valid WWC Card or have not applied for one (and provided a copy of the receipt).
- Contact workers with expiring WWC Cards to remind them to renew.
- Ensure people who are accessing the child volunteer exemptions or parent volunteer exemption can legitimately access the exemption.
- Advise the committee/board/managerial team of any WWC Check issues.
- Manage all data in accordance with the [Privacy Act 1988](#).

## Knowledge and skills required

- Good organisational skills.
- Ability to manage and maintain data.
- Computer literacy.
- Good communication skills.

## Time commitment

The estimated time commitment required as the WWC Check Registration Officer of Coastal Sparks Netball Club is 2 hours per month.

I have read and agree to the above position description.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Last reviewed on: 22 January 2024

Next review date: November 2024

Reviewed by: Compliance Officer

Approved by: President

## Attachment 1: Categories of child- related work record sheet template

Club/association activity	Category of child-related work
E.g., Annual junior team tour to Southwest WA	15 – Overnight camp

## Attachment 2: Roles record sheet template

Role	Category of child-related work	Usual duties (Consider what else this role might do that is not detailed in the Position Description)	Do the duties involve, or are likely to involve, contact with a child?
Vice President	12	<ul style="list-style-type: none"> <li>• Acts as President in their absence.</li> <li>• Assists with the organising of the AGM.</li> <li>• Provides effective club leadership.</li> <li>• Fills in as a junior club referee if there are last minute referee withdrawals.</li> </ul>	Yes - refereeing



## Working with Children Check policy

Last reviewed on: 22 January 2024

Next review date: November 2024

Reviewed by: Compliance Officer

Approved by: President

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).

The purpose of this policy is to outline Coastal Sparks Netball Club’s obligations, responsibilities and expectations under the WWC Act.

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

- A relevant Club/Association, State Association and National Association policies.
- [National Principles for Child Safe Organisations.](#)
- [Working with Children \(Screening\) Act 2004.](#)
- [Working with Children \(Screening\) Regulations 2005.](#)
- [Reportable Conduct Scheme \(Ombudsman WA\).](#)

### 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. 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.
- Interim Negative Notice means that the WWC Screening Unit has received information relevant to the immediate safety of children, and the person is prohibited from engaging in child-related work during the assessment or re-assessment until a final decision is made.
- Member means an individual who is a member of Coastal Sparks Netball Club.
- Negative Notice means that 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.
- Representative means the person(s) who have who has been given permission by Coastal

Sparks Netball Club to sign WWC Check application forms and confirm online renewals on Coastal Sparks Netball Club's behalf.

- 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 (Screening) Act 2004*.
- WWC Check means the Working with Children Check.
- WWC Card means a Working with Children Card or Assessment Notice.

## **Background**

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

## **Obligations**

Coastal Sparks Netball Club has an obligation to comply with the WWC Act. When seeking nominations or expressions of interest for appointments (paid or voluntary). Coastal Sparks Netball Club will provide the applicant with information regarding the screening process and the specific criteria for the position. Coastal Sparks Netball Club 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 volunteers.

Employees/contractors/volunteers/visitors have a responsibility to comply with all requirements to the satisfaction of Coastal Sparks Netball Club. If individual circumstances change and contravene this policy and the WWC Act, it is the responsibility of the individual to notify Coastal Sparks Netball Club.

Where an employee/contractor/volunteer/visitor engaging in child-related work refuses to obtain or renew a WWC Check, Coastal Sparks Netball Club will remove them from child-related work. Employees/contractors/volunteers/visitors who are exempt from obtaining a WWC Check under the child volunteer exemption or parent volunteer exemption must confirm that they are eligible to do so.

If the club/association receives notification of a Negative Notice or Interim Negative Notice, the club/association 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. The club/association will ensure that only organisation representatives will sign WWC Check applications and confirm online renewals and that the President will be nominated as the representative to receive the outcomes.

### **Interstate travel**

Coastal Sparks Netball Club employees/contractors/volunteers travelling with children to another state or territory will comply with the WWC Act and the screening requirements of that particular state or territory.

### **Policy application**

- This policy applies to all Coastal Sparks Netball Club employees/contractors/volunteers/visitors 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 Coastal Sparks Netball Club's usual business/activities/events.

### **Responsibilities**

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

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

This will be achieved by:

- placing the safety and welfare of children above other considerations
- raising awareness of the WWC Check and the club's compliance requirements throughout the club.
- appointing a WWC Check Registration Officer
- identifying the categories of child-related work that the club 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
- notifying the WWC Screening Unit of new employees/volunteers who already have a WWC Card from a previous employer/volunteer organisation
- periodically checking and recording that all current employees/contractors/volunteers WWC Cards are valid, current and have not been cancelled
- having a process to ensure employees/volunteers engaging in child-related work renew their WWC Cards every three years, before their WWC Cards expire
- having a process in place to ensure that any employee/volunteer issued with an Interim Negative Notice or Negative Notice does not engage in child-related work
- having a process in place for child and parent volunteers to declare that they do not have a current Interim Negative Notice or Negative Notice and that they are eligible to access the child volunteer exemptions or parent volunteer exemption
- educating employees/contractors/volunteers/visitors 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
- reporting any concerns to the state association, WA Police and WWC Screening Unit as appropriate
- reviewing this policy and updating as required every 12 months.

### **Policy breaches**

Coastal Sparks Netball Club 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 the club's grievance procedure.





## **Working with Children Check procedure**

Last reviewed on: 22 January 2024

Next review date: November 2024

Reviewed by: Compliance Officer

Approved by: President

Coastal Sparks Netball Club aims to continually review the Working with Children (WWC) Check procedure to ensure the documented processes comply with current legislative requirements.

### **Positions in child-related work**

Coastal Sparks Netball Club will:

1. identify all the activities undertaken within the club and the corresponding category of child-related work listed within the WWC Act, where applicable
2. identify all positions within the club and if the duties involve, or are likely to involve, contact with a child
3. review and develop position/role descriptions identifying the screening requirements where applicable
4. ensure that all adverts and notices identify the screening requirements.

### **Working with Children Check screening**

Coastal Sparks Netball Club will identify those that require a WWC Check by:

1. identifying individuals undertaking positions/roles in child-related work and determining if an exemption applies
2. obtaining a statement from child and parent volunteers confirming their eligibility to access the child volunteer exemptions or parent volunteer exemption
3. obtaining copies of WWC Cards by:
  - a. acting as a representative by signing new WWC Check applications or confirming online WWC Card renewals and
    - i. nominating the President as the representative to receive application and renewal outcomes or
  - b. obtaining a hard copy of current WWC Cards or application receipts and
    - i. validating the card details or checking the application status and

- ii. notifying the WWC Screening Unit that the individual has commenced employment/voluntary activity with the club/association via the Card Holder Registration Form, where applicable.

### **Record keeping**

The WWC Check Registration Officer will maintain a register of those engaged in child-related work, which will be checked annually to:

1. check the validity of WWC Cards of employees/volunteers and current contractors/visitors
2. notify the WWC Check Screening Unit of new and former employees/volunteers using the WWC Card holder registration form
3. set reminders for WWC Cards that are about to expire.

The register will be stored in a safe and secure location as determined by the committee.

### **Managing a Negative Notice or Interim Negative Notice**

On receipt of notification that an individual has received a Negative Notice or Interim Negative Notice, the President/representative will:

1. inform the individual that they are prohibited from child-related work within the club.
2. liaise with the state association to determine if the individual can undertake any other role within the club that does not pose a risk to children and report any outcomes to the individual concerned
3. inform the individual of any restrictions placed on, or termination of, their involvement with the club (as determined by the state association)
4. inform relevant club/association employees/contractors/volunteers/visitors that the individual is no longer undertaking that role, maintaining confidentiality at all times
5. share information with other club/association employees/volunteers and other organisations on a need-to-know basis, maintaining confidentiality at all times
6. document all actions and processes undertaken
7. liaise with the WWC Screening Unit where required
8. manage any media attention and requests
9. monitor that the individual is not undertaking child-related work with the club on an ongoing basis.

## **Reporting**

Coastal Sparks Netball Club will:

1. report concerns to the state association, WA Police and WWC Screening Unit as required
2. notify the WWC Screening Unit if Coastal Sparks Netball Club believes that an individual is still undertaking child-related work following the issuing of an Interim Negative Notice or Negative Notice
3. notify the WWC Screening Unit in writing if Coastal Sparks Netball Club reasonably suspects an employee/volunteer has been charged with or convicted of an offence which makes it inappropriate for them to continue to carry out child-related work.

## **Raising awareness / education**

Coastal Sparks Netball Club will:

1. promote relevant training to key employees/contractors/volunteers within the club/association
2. promote the WWC Check on the club/association website/social media pages/
3. make the WWC Check policy available to staff and volunteers in the club/association handbooks and externally available at the Club webpage.
4. ensure that this policy is included in the handover / induction for key employees/contractors/volunteers of the club.
5. provide opportunities for the sharing of concerns and best practice through meetings and forums
6. seek feedback from employees/contractors/volunteers/visitors when reviewing the WWC Check policy annually.