

Working with Children Check Compliance Toolkit for Sport and Recreation

Club/Association	
Club/Association Representative	
Role	
Date	

This toolkit has been designed to be used by your club/association as an induction to your compliance requirements with the *Working with Children (Criminal Record Checking) Act 2004*.

This toolkit can also be used as an induction for individuals who are assigned responsibility for WWC Checks within your club/association.

This toolkit contains:

- Compliance Checklist
- Links to Factsheets, Information Sheets and Templates
- Templates:
 - WWC Check Registration Officer Position Description
 - Categories of Child-Related Work Record Sheet
 - Roles Record Sheet
 - WWC Check Policy and Procedure

Glossary

For the purpose of this toolkit, the following terms are used:

- ‘Child/Children’ refers to a person under the age of 18 years.
- ‘Child-related work’ has a specific definition in the WWC legislation. “Work” is child-related work if the usual duties of the work involve, or are likely to involve contact with a child in connection with at least one of the categories of child-related work, unless an exemption applies.
- ‘Contact’ includes:
 - 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.

- ‘Worker’ refers to employees, volunteers and unpaid students on placement.

Compliance Checklist

1. Raise Awareness

- Attend a **WWC Check Workshop**, register on the WWC Check website (www.workingwithchildren.wa.gov.au> Events).
- Distribute **Factsheet 18: WWC Checks in the Sport and Recreation Sector** to Committee/Board/Decision Makers; found on the WWC Check website (www.workingwithchildren.wa.gov.au> Resources> Factsheets and tools> Resources for employers and organisations> Factsheet 18: WWC Checks in the Sport and Recreation Sector).
- WWC Checks/Child Safety added as an ongoing agenda item at Committee/Board meetings.

2. Authorised Representatives

- Identify WWC Check authorised representative(s) for the club/association.
- Determine if one role in the club/association (e.g. the President) should be nominated as the authorised representative to receive application outcomes.
Refer to:
- **Factsheet 18: WWC Checks in the Sport and Recreation Sector** (page 4); found on the WWC Check website (www.workingwithchildren.wa.gov.au> Resources> Factsheets and tools> Resources for employers and organisations> Factsheet 18: WWC Checks in the Sport and Recreation Sector).

3. WWC Registration Officer

- Appoint a WWC Check Registration Officer **or** add duties to existing role (e.g. you may already have a Member Protection Information Officer, or it may be the responsibility of the Secretary).
- Identify if the WWC Check Registration Officer will also act as an authorised representative.
Refer to:
- WWC Check Registration Officer Position Description Template; and
- **Factsheet 18: WWC Checks in the Sport and Recreation Sector** (page 4); found on the WWC Check website (www.workingwithchildren.wa.gov.au> Resources> Factsheets and tools> Resources for employers and organisations> Factsheet 18: WWC Checks in the Sport and Recreation Sector)

4. Categories of 'Child-Related Work'

- Complete **Categories of Child-Related Work Record Sheet** identifying the categories relevant to the activities of your club/association. Please note there may be more than one category that applies. Refer to
- **Factsheet 1: What is 'Child-Related Work'?**; found on the WWC Check website (www.workingwithchildren.wa.gov.au> Resources> Factsheets and tools> Resources for employers and organisations> Factsheet 1: What is 'Child-Related Work'?);
- **Factsheet 18: WWC Checks in the Sport and Recreation Sector** (page 3); found on the WWC Check website (www.workingwithchildren.wa.gov.au> Resources> Factsheets and tools> Resources for employers and organisations> Factsheet 18: WWC Checks in the Sport and Recreation Sector); and
- Your club/association Constitution/Rules

5. Roles and Duties

- Complete **Roles Record Sheet** identifying club/association roles and if their duties involve 'contact' with a child/children.
- Create/update club/association position descriptions identifying the need for a WWC Check, where applicable.
- Adverts and notices for these roles state the need for a WWC Check. Refer to:
- **Factsheet 18: WWC Checks in the Sport and Recreation Sector** (page 2, question 2); found on the WWC Check website (www.workingwithchildren.wa.gov.au> Resources> Factsheets and tools> Resources for employers and organisations> Factsheet 18: WWC Checks in the Sport and Recreation Sector)

6. Workers who Engage in 'Child-Related Work'

- Complete the **Record Keeping Spreadsheet**, identifying workers who have a category of child-related work, have 'contact' with a child/children (as per steps 4 and 5) and if any exemptions apply, found on the WWC website (www.workingwithchildren.wa.gov.au> Resources> Factsheets and tools> Resources for employers and organisations> WWC Check Record Keeping Example). Refer to:
- **Factsheet 2: Child-Related Work and Exemptions**; found on the WWC Check website (www.workingwithchildren.wa.gov.au> Resources> Factsheets and tools> Resources for employers and organisations> Factsheet 2: Child-Related Work and Exemptions (previously Factsheet 5); and
- **Factsheet 18: WWC Checks in the Sport and Recreation Sector**; found on the WWC Check website (www.workingwithchildren.wa.gov.au> Resources> Factsheets and tools> Resources for employers and organisations> Factsheet 18: WWC Checks in the Sport and Recreation Sector)

7. Contractors and Visitors

- Identify any contractors of, and visitors to, your club/association, that have a category of child-related work, have 'contact' with a child/children and if any exemptions apply (as per step 6). For example, self-employed coaches, team photographers, State Association representatives etc.
- Update your **Record Keeping Spreadsheet**.
- Update contracts and communications with visitors to include the need for a valid WWC Check where applicable.

8. Record Keeping & Monitoring

- Take a copy of an individual's WWC Card and check its **validity** on the WWC Check website (www.workingwithchildren.wa.gov.au> Employers & Organisations> WWC Card Validation); or take a copy of an individual's WWC Card Application Receipt and check its **status** on the WWC Check website (www.workingwithchildren.wa.gov.au> Employers & Organisations> WWC Application Status).
- Update your **Record Keeping Spreadsheet**.
- **Register** as the employer of those who already have cards on the WWC Check website (www.workingwithchildren.wa.gov.au> Employers & Organisations> Register card holders).
- 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).
- Store records in a secure location.
- Set reminders to re-check the validity of your workers' WWC Cards.
Refer to:
- **Factsheet 18: WWC Checks in the Sport and Recreation Sector** (page 7); found on the WWC Check website (www.workingwithchildren.wa.gov.au> Resources> Factsheets and tools> Resources for employers and organisations> Factsheet 18: WWC Checks in the Sport and Recreation Sector); and
- **Record Keeping** on the WWC Check website (www.workingwithchildren.wa.gov.au> Employers & organisations> Record keeping)

9. Policies, Procedures and Compliance

- Obtain a copy of your State Association policies (if applicable).
- Develop your own Working with Children Check Policy **or** integrate within existing Child Safeguarding policies.
- Complete **WWC Check Health Check** to identify next steps and discuss at Committee/Board meeting, found on the WWC Check website (www.workingwithchildren.wa.gov.au> Resources> Factsheets and tools> Resources for employers and organisations> WWC Check Health Check).
Refer to:
 - WWC Check Policy Template; and
 - **National Principles of Child Safe Organisations** (www.childsafe.humanrights.gov.au/> National Principles).

WWC Check Registration Officer Position Description Template

Delete as appropriate

[Insert Club/Association Logo]

Working with Children Check Registration Officer

The Working with Children (WWC) Check Registration Officer is responsible for managing the club/association's WWC Check record keeping processes.

Accountability

The WWC Check Registration Officer is directly responsible to the [insert title] of [insert club/association name].

Responsibilities and Duties

- Adhere to the mission, vision, and values of the club/association
- Manage the WWC Check Record Keeping Spreadsheet
- Act as an authorised representative of the club/association 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
- Contact workers with expiring WWC Cards to remind them to renew
- Advise the committee of any WWC Check issues
- Manage all data in accordance with the Privacy Act

Knowledge and Skills Required

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

This role may require a valid Working with Children Check if your club/association deems the role to be in 'child-related' work

Time Commitment

The estimated time commitment required as the WWC Check Registration Officer of [insert club/association name] is [insert approximate hours] hours per week/month.

I have read and agree to the above position description.

Name: _____

Date: _____

Signature: _____

Last reviewed on: [insert date]

Next review date: [insert date]

Reviewed by: [insert title of person]

Approved by: [insert title of person]

Categories of Child- Related Work Record Sheet Template

Club / Association Activity	Category of Child-related Work	Notes / Justification
E.g. Annual Junior Team tour to South West WA	15 – Overnight camp	Two nights away from home organised by the Club

Roles Record Sheet Template

Category of Child-Related Work	Role	Usual Duties (Consider what else this role might do that is not detailed in the Position Description)	Do the duties involve, or likely to involve, contact with a child?
E.g. Category 12	Vice President	<ul style="list-style-type: none"> • Acts as President in their absence • Assists with the organising of the AGM • Provides effective club leadership • Fills in as a junior club referee if there are last minute referee withdrawals 	Yes - refereeing
E.g. Category 12	Treasurer	<ul style="list-style-type: none"> • Send payment reminders to players 	Yes – email contact with junior members

Working with Children Check Policy Template

Delete as appropriate

[Insert Club/Association Logo]

Working with Children Check Policy

Last reviewed on: [insert date]	Next review date: [insert date]
Reviewed by: [insert title of person]	Approved by: [insert title of person]

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).

The purpose of this policy is to outline the club’s/association’s obligations, responsibilities and expectations under the WWC Act.

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

- [Insert any relevant club/association and State Association policies];
- *National Principles for Child Safe Organisations*;
- *Working with Children (Criminal Record Checking) Act 2004*; and
- *Working with Children (Criminal Record Checking) Regulations 2005*.

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
- Member means an individual who is a member of [insert club/association name].
- 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 to the *Working with Children (Criminal Record Checking) Act 2004*.
- WWC Check means the Working with Children Check.

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. [Insert club/association name] will take all reasonable steps to identify who within the club/association is in child-related work and if a WWC Check is required.

Obligations

[Insert club/association name] has an obligation to comply with the WWC Act. When seeking nominations or expressions of interest for appointments (paid or voluntary) [insert club/association name] will provide the applicant with information regarding the screening process and the specific criteria for the position. [Insert club/association name] 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 [insert club/association name]. In the event that individual circumstances change and contravene this policy and the WWC Act, it is the responsibility of the individual to notify [insert club/association name]. Where an employee/contractor/volunteer/visitor engaging in child-related work refuses to obtain or renew a WWC Check, [insert club/association name] will remove them from child-related work.

In the event that 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 Authorised Representatives will sign WWC Check applications and confirm online renewals and that the President will be nominated as the Authorised Representative to receive the outcomes.

Interstate Travel

[Insert club/association name] employees/contractors/volunteers travelling with children to another state or territory will comply with the screening requirements of that particular state or territory.

Policy Application

This policy applies to all [insert club/association name] 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 [insert club/association name] activities, competitions and events.

Responsibilities

[Insert club/association name] role and contribution in making this policy work is to take all reasonable steps necessary to ensure that everyone in the club/association 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/association's compliance requirements throughout the club/association;
- Appointing a WWC Check Registration Officer;
- Identifying the categories of child-related work that the club/association 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 the State Association, WA Police, WWC Screening Unit as required; and
- Reviewing this policy and updating as required every 12 months.

Policy Breaches

[Insert club/association name] 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 [insert club/association name] Complaints Management Procedure.

[Insert Club/Association Logo]

Working with Children Check Procedures

[Insert club/association name] 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

[Insert club/association name] will:

1. Identify all the activities undertaken within the **club/association** and the corresponding category of child-related work listed within the WWC Act, where applicable;
2. Identify all positions within the **club/association** and if the duties involve, or are likely to involve, contact with a child;
3. Review and develop Position Descriptions identifying the screening requirements where applicable; and
4. Ensure that all adverts and notices identify the screening requirements.

Working with Children Check Screening

[Insert club/association name] 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 copies of WWC Cards by:
 - a. Acting as an Authorised Representative by signing new WWC Check applications or confirming online WWC Card renewals; and
 - i. Nominating the **President** as the Authorised 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](#) (www.workingwithchildren.wa.gov.au> Employers & Organisations> Check WWC Card Validity); or [checking the application status](#) (www.workingwithchildren.wa.gov.au> Employers & Organisations> Check WWC Card Validity); and
 - ii. Notifying the WWC Screening Unit that the individual has commenced **employment/voluntary** activity with the **club/association**, where applicable (<https://workingwithchildren.wa.gov.au/employers-organisations/online-services/registeremployees>).

Record Keeping

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

1. Check the validity of 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](#) (www.workingwithchildren.wa.gov.au> Employers & Organisations> Register card holders); and
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 **club/association Committee/ Board**.

Dealing with a Negative Notice or Interim Negative Notice

On receipt of notification that an individual has received a “**Negative Notice**” or “**Interim Negative Notice**”, the **club/association President/Authorised Representative** will:

1. Inform the individual that they are prohibited from child-related work within the **club/association**;
2. Liaise with **[State Association/other body/Committee/Board]** 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 club/association membership (as determined by the **club/association** and **[State Association/other body/Committee/Board]**);
4. Inform relevant **club/association employees/contractors/volunteers/visitors** and members 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. Manage any media requests; and
8. Monitor that the individual is not undertaking child-related work with the **club/association** on an ongoing basis.

Reporting

[Insert club/association name] will:

1. Report concerns to the **State Association**, WA Police, WWC Screening Unit as required;
2. Notify the WWC Screening Unit if **[insert club/association name]** believes that an individual is still undertaking child-related work following the issuing of an Interim Negative Notice or Negative Notice; and
3. Notify the WWC Screening Unit in writing if **[insert club/association name]** 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

[Insert club/association name] 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/newsletters**;
3. Reference the Working with Children Check Policy in **club/association handbooks**;
4. Ensure that this policy is included in the handover/induction for key **employees/contractors/volunteers** of the **club/association**;
5. Provide opportunities for the sharing of concerns and best practice through meetings and forums; and
6. Seek feedback from **employees/contractors/volunteers/visitors** and members when reviewing this policy annually.

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Badminton WA, Bunbury Basketball Association, Bunbury and Districts Hockey Association, Bunbury Tennis Club, Bunbury Volleyball Association, Busselton Basketball Association, Busselton Hockey Association, Busselton Netball Association, Carey Park Junior Football Club, City of Bunbury, Collie Eagles Football Club, Cowaramup Tennis Club, Department of Local Government, Sport and Cultural Industries (South West), Donnybrook Netball Association, Geographe Bay Dodgers Netball Club, Hockey WA (South West), Judo WA, Mandurah Volleyball Association, Marist Cricket Club, Narrogin Gliding Club, Netball WA (South West), South West Football League, South West Netball Football League, Tennis West (Regional South), UWA Rugby Club and Volleyball WA.