



Child Safety
Working With Children Check (WWCC)
Policy and Procedures

Table of Contents

Commitment.....	3
Purpose.....	3
Background.....	3
Policy.....	4
Procedure	4
What is a working with Children Check?	4
Applying for a Working with Children Check.....	4
Add BNC as an “organisation” to your Working with Children Check.....	4
Working with Children Check expiry.	5
Working with Children Check – Negative Notices	6
Volunteers under investigation	7
Working with Children Check Register	7
Status Checking.....	7

Commitment

Berwick Netball Club (BNC) is committed to promoting and protecting children and young people from all forms of harm, abuse, racism, neglect, and maltreatment.

It is the responsibility of every person, at every level of involvement in BNC to understand the important and specific role they play individually and collectively to ensure that the safety and wellbeing of all children and young people is at the forefront of all they do and every decision they make.

BNC has ZERO TOLERANCE for child abuse and racism. Together we strive to empower children and young people through:

- ***Listening to their ideas and concerns***
- ***Valuing their contributions***
- ***Enabling Aboriginal and Torres Strait Islander and children from Culturally and Linguistically diverse backgrounds to express their culture and enjoy their cultural rights.***

Purpose

The BNC Working with Children Check (WWCC) Policy and Procedure outlines BNC requirements for all Executive, Committee, volunteers, and contractors who support and deliver activities and programs under the auspices of BNC.

Background

Under the Worker Screening Act 2020, a person involved in junior netball is engaging in child related work and must apply for the WWCC if they:

- Work or volunteer in a role that brings them into contact with children under 18; and
- Volunteer or do this work on a regular basis; and
- Have direct contact with children under 18 which is not directly supervised; and
- Do not qualify for one of the exemptions in the legislation.

The Working with Children Check website lists several exemptions, including VIT registered teachers, police officers and anyone under the age of 18 themselves.

Please note, that for the purposes of working or volunteering in BNC, **the only exemption that applies (from having a Working with Children Check) is if the person is under 18 years of age themselves.** As such, personnel who would normally fall under another exemption category must obtain and maintain a valid WWCC to perform their role within BNC.

Policy

All Executive members, Committee, Coaches, Team Managers, Trainers, other volunteers and contractors who support and deliver activities and programs under the auspices of the BNC must (at all times) hold a valid Working with Children Check.

No person will commence in a BNC endorsed role until they have provided the BNC Child Safety Officer with proof of their Working with Children Check status. Proof includes a committee member viewing the working with children check card, recording the number and conducting a status check (on the Working with Children Check site) to confirm validity of check.

This policy position enables improved accountability and monitoring of the validity of accreditations through being notified of a change in their status. Additionally, it is a safety measure that the BNC has decided to implement to maximise the protection of the children and young people (Please see BNC recruitment processes for more information).

Procedure

What is a Working with Children Check?

The Working with Children Check (WwCC) is a screening process for assessing or re-assessing people who work with or care for children and young people in Victoria. The check takes a detailed look at the criminal history and relevant professional conduct findings of applicants to ensure we're assisting to protect children and young people from sexual or physical harm.

How do I apply for a Working with Children Check

1. Go to the Working with Children Check Victoria Website
<https://www.workingwithchildren.vic.gov.au/>
2. Click on "apply for a check".
3. Follow the prompts and steps outlined on the website.
Note – you will need two forms of ID (at least one with a photo).

Please note: the Working with Children Check website has a "do I need a Check" function to assess whether an individual is required to have a working with children check. BNC has resolved to set a higher standard than the minimal standard required by law, and therefore if you wish to participate in any role under the auspices of BNC you must have a valid Working with Children Check.

Add BNC as an “organisation” to your Working with Children Check

All relevant BNC positions / volunteers need to add BNC as an “organisation” on their WWCC.

1. Go to Working with Children Check Victoria website.

<https://www.workingwithchildren.vic.gov.au/>

2. Click on green “MyCheck Account” icon (top right corner)
3. Log in
4. You will land on “Welcome to MyCheck”
5. “Change my details” page.
 - a. Select “change my details” from the MyCheck menu.
6. Scroll down to “organisational details”.
 - a. If Berwick Netball Club is there – you are done.
 - b. If not – select “add an organisation”.
 - i. Organisation Name “Berwick Netball Club”
 - ii. Address – PO Box 165 BEACONSFIELD 3807
 - iii. Phone number – insert “0412 430 167”.
 - iv. Click “update”.
 - v. Check that Berwick Netball Club has appeared on your “organisational details”.
 - vi. Scroll to “occupational field”.
 - vii. Select “42 – Clubs, associations or movements of a cultural, recreational or sporting nature”.
 - viii. Select “volunteer” check box (note, if you are also required to have a WwCC for your employment, ensure that both “employee” and “volunteer” boxes are checked.
 - ix. Click “update”
 - x. Tick “I declare that the information provided is true and correct.
 - xi. Click “submit”.
 - xii. Double check on the MyCheck and ensure that BNC is noted on the organisation details and 42 - Clubs, associations, or movements of a cultural, recreational or sporting nature are in the occupational field.

Working with Children Check expiry

If a BNC volunteer does not have a WwCC, they **must not** perform BNC duties until they do. In many cases, it will be illegal for them to do so, and both the club and the individual can be liable. This is why it is so important for these checks to be completed and properly monitored.

Working with Children Check Register

The BNC Secretary is responsible for maintaining a register of Working with Children Checks that includes the volunteers name, registration number, expiry date and confirmation that BNC is noted as an “organisation”.

A Working with Children Check tracker has been established but is unable to be held within the secure BCN document environment. Only the volunteers surname and Working with Children Check number will be held on the tracker register. This register is used to conduct quarterly checks of volunteers working with children check status

The BNC Child Safety Officer(s) will conduct quarterly status checks of volunteer WwCC status. It is the responsibility of volunteers to maintain an up to date WwCC. If the quarterly checker identifies a volunteer without a valid check the Child Safety Officer will advise the Secretary and the President.

Working with Children Check – Negative Notices

If a person applies for a Working with Children Check, they will either.

- a. pass and receive their card, or
- b. the checks may find something that prevents them from being issued a WwCC.

In such cases, they are issued either a

- Negative Notice or
- an Interim Negative Notice.

If BNC receives a notice in relation to a volunteers WwCC application:

- The letter received by BNC is treated as confidential and will only be read by Child Safe Officers and (where necessary) the President. Sharing personal / confidential information may be an offence.
- The letter the applicant receives will also be received by BNC. This will only occur if the person has nominated BNC as an “organisation” when applying for a WwCC.
- The letter BNC receives may be:
 - o An interim negative notice
 - o A negative notice or
 - o A withdrawal notice.

- The letter will be filed or stored in a secure area (only accessible by Child Safe Officers and the President)
- The Child Safe Officer is not responsible to question or assume guilt of the person for which the negative notice has been received.
- This ruling given by Working with Children Check Victoria is non-negotiable and is not the decision of BNC.
- The BNC Child Safe Officer will advise the person receiving the negative notice that they cannot undertake the BNC role (either temporarily or permanently - depending on the notice).

When advising the applicant of a negative notice, the Child Safe Officer will

- Not issue a “Please Explain” or similar – the role is to simply notify the applicant, not investigate.
- Not make accusations or inferences about the applicant– there can be a range of reasons that may trigger this notice.
- Direct the applicant to contact the Department of Justice regarding the issue.
- Not provide extra information to the individual – anything beyond “we have received this notice and you are unable to continue your duties with BNC at this time”.

The Child Safe Officer will

- Advise the BNC President that the person cannot undertake the BNC role due to receipt of a negative or interim negative notice. This may be for a short time, whilst further whilst interim notice is processed or permanently if the notice is a permanent one.
- Immediately follow up with relevant club officials to ensure the individual does not have any child related role at BNC.

Volunteers under investigation

Adults holding a volunteer or executive role at BNC must immediately advise BNC Child Safe Officer if you are:

- a. being investigated in relation to, charged with or convicted of a child sex offence in Australia or any other jurisdiction and/or
- b. if you become (or may become) ineligible to hold a valid working with children check