

## Working with Childrens Card Check

### North Perth Dynamites Netball Club Working with Children Check Procedures

**Last reviewed on:** 6 May 2024 **Reviewed by:** Senior 7-8 Coordinator

**Next review date:** 9 September 2024 **Approved by:** Secretary

The WWC Registration Officer /Secretary will undertake all necessary procedures to North Perth Dynamites Netball Club satisfies the requirements of the *Working with Children (Screening) Act 2004 (the WWC Act)*.

This will include:

1. Maintaining the **North Perth Dynamites Netball Club WWCC Record Keeping Spreadsheet**.
2. Regularly reviewing and updating the **Club Record Keeping Spreadsheet**.
3. Ensuring the Club ceases 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 their receipt.
4. Reporting any concerns to the WWC Screening Unit, including if the Club reasonably suspect an employee, volunteer or student has been charged with or convicted of an offence which makes it inappropriate for them to engage in child-related work.
5. Identifying if any contractors and visitors to the club, have a category of child-related work, have contact with children, and if any exemptions apply. Make sure their details are in the Spreadsheet.
6. Updating contracts and communications with visitors and contractors to include the need for a valid WWC Check, if applicable. See [operational steps here](#)
7. Advising the Club not to appoint or engage or employ someone in a child-related work, if they have an interim negative notice or negative notice.
8. On receipt of notification that an individual has received a **Negative Notice or Interim Negative Notice**: inform the individual that they are prohibited from child-related work within the club.
  - liaise with the committee/board/manAGERIAL team and/or state association to determine if the individual can undertake any other role within the club/association that does not pose a risk to children and report any outcomes to the individual concerned.
  - inform the individual of any restrictions placed on, or termination of, their involvement with the club/association (as determined by the committee/board and/or state association)
  - inform relevant club/association employees/contractors/volunteers/visitors that the individual is no longer undertaking that role, maintaining confidentiality at all times
  - share information with other club/association employees/volunteers and other organisations on a need-to-know basis, maintaining confidentiality at all times
  - document all actions and processes undertaken
  - liaise with the WWC Screening Unit where required.

## Working with Childrens Card Check

### North Perth Dynamites Netball Club Working with Children Check Policy

**Last reviewed on:** 6 May 2024 **Reviewed by:** Senior 7-8 Coordinator

**Next review date:** 9 September 2024 **Approved by:** Secretary

---

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 the club/association’s obligations, responsibilities and expectations under the WWC Act.

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

- North Perth Dynamites Netball Club, [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 North Perth Dynamites 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 North Perth Dynamites Netball Club to sign WWC Check application forms and confirm online renewals on North Perth Dynamites 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. North Perth Dynamites Netball Club 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

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

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

Where an employee/contractor/volunteer/visitor engaging in child-related work refuses to obtain or renew a WWC Check, North Perth Dynamites 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 (President/ Vice President/ Secretary) will sign WWC Check applications and confirm online renewals and that the **Secretary** will be nominated as the representative to receive the outcomes.

## Interstate travel

North Perth Dynamites 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 North Perth Dynamites 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 North Perth Dynamites Netball Club usual business/activities/events.

## Responsibilities

North Perth Dynamites Netball Club 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/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
- 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 PNA, the state association, WA Police and WWC Screening Unit as appropriate
- reviewing this policy and updating as required every 12 months.

## **POLICY BREACHES**

North Perth Dynamites 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 North Perth Dynamites Netball Club Complaints management procedure.