



## Working with Children Check Policy

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Reviewed by: K Quartermaine

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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 Katanning Country Club obligations, responsibilities and expectations under the WWC Act.

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

- Katanning Country Club
- ***Working with Children (Criminal Record Checking) Amendment Act 2022***
- *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 Katanning Country Club
- 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. Katanning Country 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**

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

In the event that the Katanning Country Club receives notification of a Negative Notice or Interim Negative Notice, the Katanning Country Club 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 Katanning Country Club will ensure that only Authorised Representatives will sign WWC Check applications and confirm online renewals and that the Chairman will be nominated as the Authorised Representative to receive the outcomes.

### **Interstate Travel**

Katanning Country Club 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 Katanning Country Club 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 Katanning Country Club activities, competitions and events.

### **Responsibilities**

The Katanning Country Club role and contribution in making this policy work is to take all reasonable steps necessary to ensure that everyone in the Katanning Country 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 Katanning Country Club compliance requirements throughout the Katanning Country Club.
- Appointing a WWC Check Registration Officer;
- Identifying the categories of child-related work that the Katanning Country 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 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**

Katanning Country 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 Katanning Country Club Complaints Management Procedure.



## **Working with Children Check Procedures**

Katanning Country 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**

Katanning Country Club will:

1. Identify all the activities undertaken within the Katanning Country Club and the corresponding category of child-related work listed within the WWC Act, where applicable;
2. Identify all positions within the Katanning Country Club 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**

Katanning Country 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 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 Chairman 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](http://www.workingwithchildren.wa.gov.au)> Employers & Organisations> Check WWC Card Validity); or checking the application status ([www.workingwithchildren.wa.gov.au](http://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](http://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 Office Manager.

### **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 Chairman will:

1. Inform the individual that they are prohibited from child-related work within The Katanning Country Club;
2. Liaise with the 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 and 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 Katanning Country Club on an ongoing basis.

### **Reporting**

The Katanning Country Club will:

1. Report concerns to the State Association, WA Police, WWC Screening Unit as required;
2. Notify the WWC Screening Unit if The Katanning Country Club 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 The Katanning Country 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**

Katanning Country Club will:

1. Promote relevant training to key The Katanning Country Club within the club.
2. Promote the WWC Check on the The Katanning Country Club 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 Katanning Country Club.

5. Provide opportunities for the sharing of concerns and best practice through meetings and forums; and
6. Seek feedback from volunteers and members when reviewing this policy annually.

## Acknowledgements

The WWC Screening Unit would like to acknowledge the contribution from the following clubs, associations and organisations in the piloting of the Working with Children Check Compliance Toolkit for Sport and Recreation.

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.