

KALAMUNDA & DISTRICTS BASKETBALL ASSOCIATION



Policy Document:	Working with Children Check
Policy Number:	WWC 1.1
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Replaces Policy No:	WWC 1.0

1.0 WORKING WITH CHILDREN LEGISLATION

A Working with Children Check (WWC Check) is a compulsory national criminal record check for certain people who carry out *child related work* in Western Australia and the territories of Christmas and Cocos (Keeling) Islands. The WWC Check considers criminal records to see if people have charges or convictions that indicate they may harm a child.

Each Club and Association is obligated to adhere to the *Working with Children Check (Criminal Record Checking) Act 2004* which commenced in Western Australia on 1st January 2006.

The Act applies to people working with children are:

- Self employed
- Paid employees
- Students on placement
- Volunteers and unpaid people

Certain people don't need to have a WWC Check and it is an offence for an employer or organisation to make a person apply for a check if they are exempt.

A list of exemptions can be found at www.wwc.check.wa.gov.au.

2.0 KDBA RESPONSIBILITIES

It is KDBA's responsibility to comply with the Act and keep adequate records that demonstrate the Association is complying with the Act. At any time KDBA must provide this information to the WWC Screening Unit if requested and notify the Screening Unit in writing, as soon as is practicable, if an employee or volunteer has a change in criminal record.

KDBA should only employ someone in child related work if the person has or has applied for a WWC Card within 5 days of commencement of employment.

The WWC Administrator (appointed by the KDBA Management Committee), will be responsible for collecting and keeping an accurate record of WWC Checks within the Association.

3.0 KDBA WWC POLICY

KDBA requires all adults, whether paid or volunteers, working directly with children to hold a current WWC card. In the event, the legislation allows for an exemption, KDBA require adult volunteers working directly with children to present a National Police Clearance or National Police Check for Volunteers, in lieu of a WWC card.

3.1 Persons with direct responsibility to KDBA

All employees of KDBA must have a current WWC Check in place or have made application. All adult volunteers with direct responsibility to KDBA and are involved in child related work, as prescribed by the legislation, must have a current WWC Check in place or have made application.

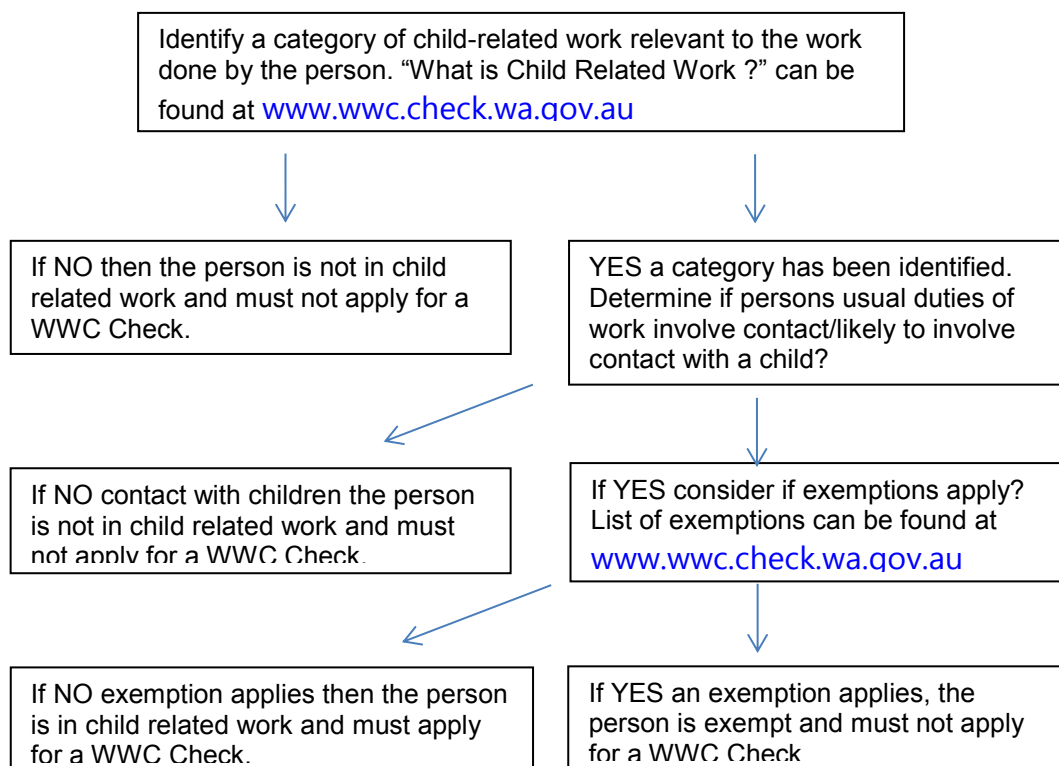
3.2 Persons having direct responsibility to their own Club/Teams using KDBA facilities

It is a requirement that all Clubs/Teams who use the KDBA Facilities adhere to the *Working with Children Check (Criminal Record Checking) Act 2004*. It is the responsibility of each Club / Team to ensure their employees/volunteers adhere to the requirements of a WWC Check and provide evidence to KDBA of their adherence.

4.0 HOW TO DETERMINE IF A PERSON REQUIRES A WWC CHECK

Only people in child related work can apply for obtain a WWC check.

The following steps help identify if a person is in child related work and requires a WWC check.



5.0 HOW TO APPLY FOR A WORKING WITH CHILDREN CHECK

The application form for a WWC Check is available at authorized Australian Post outlets. Blank copies are also available from the KDBA Competition Manager's Office.

Applications for WWC Checks made by employees or volunteers must be co-signed by either the KDBA President or the WWC Administrator before being lodged at Australia Post.

The Category Number applicable to KDBA related applications in the majority of cases is 12.

The WWC Check currently (May 2014) costs \$54.00 for paid employees and \$10.50 for volunteers and students on unpaid placement and is payable on lodgment.

Applicants must also provide 100 points of identification including at least one form of photographic identification and proof of current address.

6.0 ROLE OF WWC ADMINISTRATOR

The role of the WWC Administrator is to collect and record WWC information from those involved in child related work within the KDBA Association. This includes those persons exempt from a WWC check.

The WWC Administrator is required to do the following:

- Advise those in child related work that they are required to obtain a WWC Card if they are not exempt.
- Site the person's original WWC Card.
- Keep a photocopy of the original card.
- Notify the WWC Screening Unit that the card hold is now in child-related work with KDBA. *(This allows the WWC Screening Unit to advise KDBA about any changes to the status of the person's WWC Card).*
- Maintain accurate records and store them securely.

- Regularly check the validity of the WWC card (*utilizing the 'Check the Validity' function on the WWC website*).
- Advise those persons whose card is nearing expiry, in the next three months, that they will need to apply for a renewal.
- Notify the WWC Screening Unit in writing if any of KDBA employees or volunteers advise that they have had a relevant change in their criminal record.
- If asked by the WWC Screening Unit, provide the relevant information to them as part of an audit process.