

Working With Children Policy

1 Overview

This policy is intended to define the Club's policy regarding working with children engaged in Club activities in any capacity (e.g. player or social). It applies to both the Junior Club and the Senior Club

2 Working With Children

Any employee (full-time, part-time, casual), contractor or volunteer of the Club who is doing *child related work* as defined by the Victorian Government *Working with Children Act 2005* (the Act) must first obtain a Working With Children Check (WWCC), and provide the related Check number to the Club Secretary for record keeping. <http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check>.

The Act defines –

- **Children** as anyone under the age of 18.
- **Child-related work** involves contact with a child that is *direct* and a part of the person's duties. Child-related work is an activity undertaken in any of the occupational fields referred to as 'services, bodies or places or activities' in the Act and includes sports clubs.
- **Direct contact** includes all *oral, written or electronic communication* as well as *face-to-face and physical contact*. This therefore includes social media, email etc.

Note: There are a few exemptions to the above requirement to have a WWCC, but the most likely exempt Club persons are:

- Persons under 18 years of age; and
- Registered teachers are also exempted from getting a WWCC.

3 Club Roles Requiring Checks

Whilst observing the all criteria set by the Act and in addition to the criteria the following Club employees, contractors, and volunteers must obtain a WWCC prior to doing child-related work:

- All members of the Junior and Senior Committees;
- Junior and Senior team managers and coordinators;
- Senior team captains;
- Junior and Senior team coaches* and umpires;
- Junior and Senior communication officers;
- Junior and Senior social coordinators;
- Umpire coordinators; and
- Any other person that may be specifically required by the President or Junior President, Secretary or Junior Secretary to obtain a WWCC.



N.B. A person who is asked (and subsequently accepts) to be involved in a coaching clinic or series of coaching clinics that involves the coaching of children is deemed to be a coach for the purposes of being required to obtain a WWCC.

4 Working With Children Registry

The Secretary and Juniors Secretary will maintain a single up-to-date WWCC Register of all Club employees, contractors and volunteers who have a current WWCC. The Register must record the following:

- Full Name;
- WWCC number; and
- Expiry date.

The WWCC Registry should also record the names of any person working with children who are otherwise exempt from needing a WWCC (e.g. Under 18 years of age) and the reason for the exception.

Access to the WWCC Register will be made available to all persons specified in section 3 Club Roles Requiring Checks.

5 Working With Children Validity

The Secretary and Junior Secretary will notify the President and Junior President of any WWCC that will expire within 30 days. Note that a new application is required for any WWCC that has expired for over three months.

Individuals must ensure they maintain a current WWCC at all times while doing child-related work at the Club. Any person required to hold a current WWCC that does not have a current WWCC, unless otherwise exempt by the Act, is not permitted to:

- Do child-related work at the Club; and/or
- Execute their office or role if applicable.

6 Social Media

All Club social media must be controlled in such a way that:

- Restricts access to engage in private communication with anyone on the media to only persons who have a current WWCC. In order to assist in the admiration of this requirement, this access should be restricted to the persons specified as requiring a WWCC in section 3 Club Roles Requiring Checks; AND
- All communications on the media are moderated, and any inappropriate content reported immediately to the President.