

## **Working With Children Check Policy for West Pymble Football Club (WPFC)**

This Working With Children Check Policy (WWC Policy) sets out a procedure for WPFC to follow to ensure they comply with the Working With Children Check Protocol mandated by FNSW and NSW legislation. This Policy applies to any adult (anyone aged 18 years of age and over) working with children (aged up to 17 years of age, inclusive) in their role with WPFC.

### **1. Legislation**

There are three Acts that legislate sporting clubs in NSW must have a WWC Policy:

| <b>Legislation</b>  | <b>Our Obligation</b>   |
|---|---|
| Child Protection (Working with Children) Act 2012<br><br><a href="http://www.legislation.nsw.gov.au/acts/2012-51.pdf">http://www.legislation.nsw.gov.au/acts/2012-51.pdf</a>  | <ul style="list-style-type: none"><li>• Help protect children from child abuse, and support their safety, welfare and well-being.</li><li>• Not permit certain persons to engage in child-related work.</li><li>• Require persons engaged in child related work to have working with children check clearances.</li></ul> |
| Child Protection (Working With Children) Regulations 2013<br><br><a href="http://www.legislation.nsw.gov.au/#/view/regulation/2013/156/full">http://www.legislation.nsw.gov.au/#/view/regulation/2013/156/full</a>  | <ul style="list-style-type: none"><li>• Defines how sporting organisations must follow this legislation.</li><li>• Defines the roles that require a working with children check clearance.</li></ul>  |
| Child Protection (Working with Children) Amendment (Miscellaneous) Regulation 2013<br><br><a href="http://www.legislation.nsw.gov.au/regulations/2013-676.pdf">http://www.legislation.nsw.gov.au/regulations/2013-676.pdf</a>   | <ul style="list-style-type: none"><li>• Provides amendments to the Child Protection (Working with Children) Act 2012</li></ul>  |
| Commission for Children and Young People Act 1998, particularly sections 10, 11, 14 and 16<br><br><a href="http://www.legislation.nsw.gov.au/inforce/4d329f0b-0983-e6ac-d6fd-83cb6190360e/1998-146.pdf">http://www.legislation.nsw.gov.au/inforce/4d329f0b-0983-e6ac-d6fd-83cb6190360e/1998-146.pdf</a> | Outlines the role of the Commission is to: <ul style="list-style-type: none"><li>• promote the safety, welfare and well-being of children in the community; and</li><li>• to monitor the trend of complaints made by or on behalf of children.</li></ul>  |

### **2. Contact People registered with the Office of the Children's Guardian**

In accordance with the above legislation, WPFC has been registered with the Office of the Children's Guardian (OCG).

Two people from WPFC are required to be registered with the OCG to ensure WWC Policy is in place, the Policy is followed, and any adults that have their working with children's check clearance barred, will be stood down from working with WPFC immediately. The two people nominated by WPFC is the Member Protection Information Officer and Secretary for WPFC.

If we do not follow the WWC Protocol, we are placing our children at greater risk of harm and WPFC may be fined \$11,000 per breach.

### **3. Roles at WPFC that require a WWC Check**

The child-related roles at WPFC that require a WWC Check include:

- All paid child-related workers
- Volunteer coaches, managers, trainers, physiotherapists, technical directors and youth coordinators working with children in WPFC,
- Committee members and the MPIO for WPFC
- Volunteer parents who coach or manage their own child's team, or a close relative's team. (Under the WWC Protocol these roles may be exempt from the WWC Checks however our Club Committee has decided to request WWC checks for these roles as well.)

A person is exempt from this Policy if they are:

- under 18 years of age
- referees who only referee games
- canteen managers, canteen workers, caterers
- ground persons

Anyone exempt from the WWC Protocol must:

- complete a FNSW Member Protection Declaration form (MPD)
- Provide the MPD to WPFC
- The MPD Number will be entered in the WWC verification record

### **4. Process to obtain WWC verification**

A WWC Check clearance ceases to have effect 5 years after the date it was granted, unless it is cancelled or surrendered within that 5 year period. A new clearance can be requested within 3 months of expiry of the current clearance.

Many adults working with WPFC will have clearances from previous years. If a WWC clearance has expired or they do not have one, they will require a WWC clearance before commencing their role at WPFC.

#### **If the applicant does have a WWC number**

Before an adult commences their role at WPFC, they must:

- provide the WPFC MPIO with their family name, date of birth and WWC Number.
- the WPFC MPIO will verify their WWC status with the OCG.
- the WPFC MPIO will notify the WPFC Committee and the applicant the results of their WWC check.

- if clearance is received, the applicant will be told by a Committee member or the WPFC MPIO they can commence their role with WPFC from that date.
- if clearance is not received, the applicant will be told by a Committee member or the WPFC MPIO they were unsuccessful with their application and will be unable to work with children at WPFC.

#### **If the applicant does not have a WWC number**

- The applicant must complete the online process at <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check> and take note of their Application Number
- Take their Application Number and proof of ID to a NSW Service Centre (Motor Registry) and complete the process (there is no fee for a volunteer). They will receive their WWC Number in the mail in due course.
- Once the Applicant has lodged their WWC application at a NSW Service Centre they need to provide the WPFC MPIO with their Application Number. **While this is progress the applicant is able to work with children at WPFC until the results of the WWC are returned.**
- Provide the WWC Number to the WPFC MPIO as soon as it is received
- the WPFC MPIO will verify their WWC status with the OCG.
- WPFC MPIO will notify the WPFC Committee and the applicant the results of their WWC check. If clearance is received, the applicant can continue their role with WPFC. If clearance is not received, the applicant will be told by a Committee member or the WPFC MPIO they were unsuccessful with their application and will be unable to work with children at WPFC.

#### **If a person has lost their WWC Number**

The applicant can retrieve their WWC Number on-line from <http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check> then provide the WWC Number to the WPFC MPIO . The WPFC MPIO will run a clearance check and notify the Committee and the applicant the outcome of their verification check.

### **5. People that become barred**

If the OCG contacts either nominated person from WPFC to notify an adult has had their WWC status barred or has been placed on an interim bar, the following will occur:

- the WPFC MPIO will notify the WPFC Committee the specified person working with children at WPFC have had their WWC clearance barred.
- A member of the WPFC Committee or the WPFC MPIO will contact the specified person within 24hours to notify them that:
- If their WWC check clearance has been barred, they are no longer able to continue their role with WPFC
- If their WWC check clearance has been barred on the interim, they will be told to stand down from their role immediately until further information is received from the OCG. If cleared, the WPFC MPIO will notify the relevant person they can return to their role

with WPFC. If barred, the WPFC MPIO will notify the relevant person they can no longer perform their role at WPFC, effective immediately.

- If clearance is not provided, the MPIO

## **6. When a person refuses to get a WWC Check**

If a person refused to provide a WWC number they are not able to work with children at WPFC.

## **7. Record Keeping**

The WWC Check records are maintained by the WPFC MPIO. The paper work is stored by the WPFC MPIO. The WPFC MPIO will maintain electronic databases, including the Verification Record Spreadsheet. The WPFC MPIO will provide a copy of the Verification Record Spreadsheet to the WPFC Secretary. If the MPIO is not available, the Secretary will become the next point of contact.

## **8. Behaviour that should be reported as misconduct to the OCG**

If any behaviour is reported the following steps may be taken by the WPFC Committee Members and MPIO:

- Ascertain whether the issue can be resolved privately between parties (once informed of an issue many people are able to alter their behaviour accordingly).
- Have an objective person speak with the person about their alleged behaviour.
- Monitor the person to observe the reported behaviour.
- Show the Code of Conduct to the person in question, and highlight the area of concern. Brainstorm a way similar issues will not occur in the future.
- An objective person will be appointed to speak with the children of the team and their coach and manager about what is considered inappropriate behaviour and who to tell if something concerns them (their parent, their coach, a friend, a friend's parent).
- Mentor the person to improve his/her behaviour.
- Mediation between the aggrieved parties with a representative from WPFC being the objective mediator.
- An apology from the perpetrator to the victim.
- Completion of Play by the Rules online training module.
- Completion of an accredited coaching course at Football NSW.
- Issue a written warning to the person about their behaviour.
- Suspend the person from their role for a period of time.
- Dismiss the person from their role.

The MPIO will report suspected child abuse or neglect to the FaCS helpline (ph: 132 111).

## **9. Communication and support for staff**

This Policy will be circulated by email to the WPFC Committee Members, Age Managers and Coaches of WPFC each year before the winter season commences to promote our obligations

under the WWC Check Protocol. The Policy will also be posted on the WPFC Policies page on the Club's website so it can be readily accessed by everyone.

Details for the current MPIO will be on the WPFC Contact Us page on the Club's website.

The WPFC newsletter will also include a notice about where to find the Policy and how to contact the MPIO.

**10. Job Advertisements**

Any positions advertised by WPFC need to include the requirement of the Working With Children Check. The Advertisement should also highlight WPFC's "commitment to Child Safe Practices".

**11. Review date**

This Policy will be reviewed and updated in line with any communications from the OCG, FNSW and otherwise as required.

Policy created on 5 Feb 2017. Reviewed on 12 Feb 2017.