

Lesmurdie Warriors Netball Club Inc.

Working with Children Check Registration Officer

- Position Description -

The Working with Children (WWC) Check Registration Officer is responsible for managing the organisation's WWC Check record keeping processes.



Accountability

The WWC Check Registration Officer is directly responsible to the President of Lesmurdie Warriors Netball Club Inc.

Responsibilities and duties

- Adhere to the mission, vision, and values of the organisation.
- Manage the WWC Check record keeping spreadsheet.
- Act as a representative of the organisation on WWC Check application forms and online renewals.
- Check the validity of WWC Cards and status of application receipts.
- Advise the WWC Screening Unit of new workers who already hold WWC Cards.
- Cease 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 the receipt).
 - Contact workers with expiring WWC Cards to remind them to renew.
- Ensure people who are accessing the child volunteer exemptions or parent volunteer exemption can legitimately access the exemption.
- Advise the committee/board/managerial team of any WWC Check issues.
- Manage all data in accordance with the [Privacy Act 1988](#).

Knowledge and skills required

- Good organisational skills.
- Ability to manage and maintain data.
- Computer literacy.
- Good communication skills.

Time commitment

The estimated time commitment required as the WWC Check Registration Officer of Lesmurdie Warriors Netball Club Inc. is 0.5 hours per month.

I have read and agree to the above position description.

Name: _____

Date: _____

Signature: _____

Last reviewed on: 15/01/2024

Next review date: 31/01/2025

Reviewed by: Iris Breadsell (Registrar)

Approved by: Kate Pustkuchen (President)

Lesmurdie Warriors Netball Club Inc.

- Categories of Child-related Work Record Sheet -

Organisation activity	Category of child-related work
Committee member	8 – Exempt if parent of child is registered at the club
Coach/assistant coach	8 – Exempt if parent of child is registered at the club

Lesmurdie Warriors Netball Club Inc.

- Roles Record Sheet -

Role	Category of child-related work	Usual duties (Consider what else this role might do that is not detailed in the Position Description)	Do the duties involve, or likely to involve, contact with a child?
Committee member	Category 8	<ul style="list-style-type: none">• General committee member duties (meetings, administration)	No
Coach	Category 12	<ul style="list-style-type: none">• Provide training and coaching at games.	Yes – physical and oral contact.
Fundraising volunteer	Category 8	<ul style="list-style-type: none">• Liaise with parents regarding attendance.• Organise staffing rosters.	No
Team manager	Category 12	Provide general assistance to the team coach.	Yes –oral contact.



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Reviewed by: Iris Breadsell (Registrar) Approved by: Kate Pustkuchen (President)

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 organisation’s obligations, responsibilities and expectations under the WWC Act.

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

- [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.
- 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 Lesmurdie Warriors Netball Club Inc. to sign WWC Check application forms and confirm online renewals

on Lesmurdie Warriors Netball Club Inc.'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. Lesmurdie Warriors Netball Club Inc. will take all reasonable steps to identify who within the organisation is in child-related work and if a WWC Check is required.

Obligations

Lesmurdie Warriors Netball Club Inc. has an obligation to comply with the WWC Act. When seeking nominations or expressions of interest for appointments (paid or voluntary Lesmurdie Warriors Netball Club Inc. will provide the applicant with information regarding the screening process and the specific criteria for the position. Lesmurdie Warriors Netball Club Inc. 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 volunteers or visitors.

Volunteers or visitors have a responsibility to comply with all requirements to the satisfaction of Lesmurdie Warriors Netball Club Inc. If individual circumstances change and contravene this policy and the WWC Act, it is the responsibility of the individual to notify Lesmurdie Warriors Netball Club Inc.

Where a volunteer or visitor engaging in child-related work refuses to obtain or renew a WWC Check Lesmurdie Warriors Netball Club Inc. will remove them from child-related work.

Although the WWC Act allows for some volunteers to be exempt from obtaining a WWC check under the parent volunteer exemption, Lesmurdie Warriors Netball Club Inc. require all volunteers working directly with children over the age of 18 to obtain a WWC Check.

Volunteers and 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 organisation receives notification of a Negative Notice or Interim Negative Notice, the organisation 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 organisation will ensure that only organisation representatives will sign WWC Check applications and confirm online renewals and that the President will be nominated as the representative to receive the outcomes.

Interstate travel

Lesmurdie Warriors Netball Club Inc. volunteers 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 Lesmurdie Warriors Netball Club Inc. volunteers 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 Lesmurdie Warriors Netball Club Inc. activities or events.

Responsibilities

Lesmurdie Warriors Netball Club Inc. role and contribution in making this policy work is to take all reasonable steps necessary to ensure that everyone in the organisation 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 organisation's compliance requirements throughout the organisation
- appointing a WWC Check Registration Officer
- identifying the categories of child-related work that the organisation's volunteers and visitors engage in

- keeping adequate records that demonstrate our compliance with the WWC Act
- checking, recording and validating WWC Cards of all new volunteers and visitors
- notifying the WWC Screening Unit of new volunteers and visitors who already have a WWC Card from a previous employer/volunteer organisation
- periodically checking and recording that all current volunteers and visitors WWC Cards are valid, current and have not been cancelled
- having a process to ensure volunteers and visitors 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 volunteers and visitors 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 volunteers and 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 the WA Police and WWC Screening Unit as appropriate
- reviewing this policy and updating as required every 12 months.

Policy breaches

Lesmurdie Warriors Netball Club Inc. will take all breaches of the policy seriously and will ensure they are dealt with promptly, sensitively and confidentially.

Lesmurdie Warriors Netball Club Inc.

- WWC Check Procedure -



Last reviewed on: 15/01/2024

Next review date:

31/01/2025

Reviewed by: Iris Breadsell (Registrar) Approved by: Kate Pustkuchen (President)

Lesmurdie Warriors Netball Club Inc. 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

Lesmurdie Warriors Netball Club Inc. will:

1. identify all the activities undertaken within the organisation and the corresponding category of child-related work listed within the WWC Act, where applicable
2. identify all positions within the organisation 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
4. ensure that all adverts and notices identify the screening requirements.

Working with Children Check screening

Lesmurdie Warriors Netball Club, Inc. will identify those that require a WWC Check by:

1. identifying individuals undertaking positions in child-related work and determining if an exemption applies
2. obtaining a statement from child and parent volunteers confirming their eligibility to access the child volunteer exemptions or parent volunteer exemption (note that LWNC policy requires all adult volunteers with contact with children to complete a WWC Check regardless of exemption status)
3. obtaining copies of WWC Cards by:
 - a. acting as a representative by signing new WWC Check applications or confirming online WWC Card renewals and
 - i. nominating the President 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 details or
 - ii. or checking the application status and

- iii. notifying the WWC Screening Unit that the individual has commenced voluntary activity with the Lesmurdie Warriors Netball Club Inc. via the Card holder registration form, where applicable.

Record keeping

The WWC Check Registration Officer will maintain a register of those engaged in child-related work, which will be checked biannually to:

1. check the validity of WWC Cards of volunteers and current visitors
2. notify the WWC Check Screening Unit of new and former volunteers using the WWC Card holder registration form
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 committee.

Managing a Negative Notice or Interim Negative Notice

On receipt of notification that an individual has received a “Negative Notice” or “Interim Negative Notice”, the Lesmurdie Warriors Netball Club Inc. President will:

1. inform the individual that they are prohibited from child-related work within the organisation
2. liaise with the executive committee to determine if the individual can undertake any other role within the organisation 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 involvement with the organisation (as determined by the committee and/or governing body)
4. inform relevant organisation volunteers that the individual is no longer undertaking that role, maintaining confidentiality at all times
5. share information with other organisation volunteers and other organisations on a need-to-know basis, maintaining confidentiality at all times
6. document all actions and processes undertaken
7. liaise with the WWC Screening Unit where required
8. manage any media attention and requests
9. monitor that the individual is not undertaking child-related work with the organisation on an ongoing basis.

Reporting

Lesmurdie Warriors Netball Club Inc. will:

1. report concerns to the governing/parent/peak body, WA Police and WWC Screening Unit as required
2. notify the WWC Screening Unit if Lesmurdie Warriors Netball Club Inc. believes that an individual is still undertaking child-related work following the issuing of an Interim Negative Notice or Negative Notice
3. notify the WWC Screening Unit in writing if Lesmurdie Warriors Netball Club Inc. reasonably suspects a 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

Lesmurdie Warriors Netball Club Inc. will:

1. promote relevant training to key volunteers within the organisation
2. promote the WWC Check on the organisation website/social media pages/newsletters
3. make the WWC Check policy available to staff and volunteers in the organisational handbooks and externally available on the LWNC website
4. ensure that this policy is included in the handover / induction for key volunteers of the organisation
5. provide opportunities for the sharing of concerns and best practice through meetings and forums
6. seek feedback from volunteers when reviewing the WWC Check policy annually.