



Working with  
Children Check

# Creating safe environments for our kids to grow

Policy and Guidelines for the Association,  
Regions & Centres

Updated August 2017

Little Athletics Association of Victoria Inc.

&

Department of Justice.



## Working with Children Check (WWC Check)

Policy and procedures for the implementation and maintenance of the Working with Children Check for the Little Athletics Association of Victoria.

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## 1: INTRODUCTION

The Victorian Government through the Department of Justice has introduced the “Working with Children Act 2005,” which has distinct implications on the conduct of Little Athletics.

The WWC Check applies to adults who work with children or are engaged in volunteer roles involving children (under 18 years of age). The WWC Check applicable in Victoria is the mandatory minimum standard for a range of child – related industries.

The WWC Check helps to protect children from sexual or physical harm by checking a person’s criminal history for serious sexual, serious violence or serious drug offences and findings from certain professional disciplinary bodies’ such as the Victorian Institute of Teaching.

This policy contains important information about the WWC Check, and your Regions / Centres obligations under the “Working with Children Act 2005”.

The WWC Check is constantly being reviewed and new legislation with amendments to the Act now covers all areas of administration, officiating, coaching and overnight supervision at camps and clinics.

To ensure that the Association, Regions and Centres are protected under the system; it has been decided that the following persons’ need to obtain a Working with Children Check, (WWC Check).

- Board of Management
- LAVic staff
- Members of Standing committees
- Region Executive Committee members
- Centre Executive Committee members
- Club Executive Committee members
- **Committee members / volunteers involved in communication activities to athletes via any means, including oral, written or electronic ( emails, social media, video conferencing)**
- Coaches & Assistant Coaches
- Officials at State and Region – ( not parent helpers who’s child is participating on the day)
- Team Managers
- Volunteers without children registered at the Centre
- Overnight Supervisors at camps/clinics/functions
- Selectors for State Teams / Squads
- First Aid Personnel
- Athletic Development Officers (ADO) working in schools
- Presenters of clinics, workshops, seminars
- Volunteers at Association run activities ( not Centre events )

**Parents**, who have a child registered at the Centre where they work or volunteer, are **exempt** from the WWC Check, unless they fall under one of the categories listed above.

**Sworn Police Officers** who are not suspended from duty are **exempt**.

**Teachers** who have a current registration with the Victorian Institute of Teaching are also **exempt**.

The Association, Regions and Centres shall ensure that all employees and volunteers performing duties as specified in this policy have lodged a WWC Check application. If a WWC Check application is not lodged, it is an **offence** to undertake any child-related work, paid or voluntarily in connection with Little Athletics.

Any employee or volunteer, who does not provide evidence (application receipt) that they have lodged their WWC Check, will be **unable** to perform their duties until they have passed the WWC Check.

The application form is only available online @ [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au) or from the link below; once completed the summary is then printed out and taken to the Post Office. A passport sized photo is supplied free when you submit the application summary. Volunteers receive their WWC Check **FREE**, paid employees cost \$121.40 effective July 2017. This fee is adjusted each July.

<https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>

- Volunteers are entitled to be reimbursed for their expenses; without affecting their classification.
- The name & address of the organization on the application form is LAVic. Centre addresses are NOT to be used. Please use the details below when filling out the application form.

**“Little Athletics Victoria” – “Centre “ and “Centre number”**

**e.g.: Little Athletics Victoria - Keilor 46**

The Address is: **Locked Bag 1011, Port Melbourne, Vic, 3207**

Phone number: **03 8646 4510**

If you volunteer at Region or Association level without regular involvement at Centre level, please list your Region instead of the Centre, on the application form.

- The name of the organization on the application form is

**“Little Athletics Victoria” – “Region”**

**e.g.: Little Athletics Victoria - SMR**

The Address is: **Locked bag 1011, Port Melbourne, Vic, 3207**

Phone number: **03 8646 4510**

## **2: IDENTIFICATION PROCESS**

According to the list of positions identified, Regions and Centres need to create a list of all adults that will require a WWC Check. Regions and Centres should dedicate a specific meeting or part of a regular meeting to the process of identifying those engaged in the listed duties.

When compiling your list, consider the following activities: Centre Competitions, Open Days, Region Events, State Events, Coaching Clinics, Coaching Camps, Training Days/ Nights, School Visits, Overnight Social Camps, Social / Fundraising Functions, Working Bees, Presentation Days.

As soon as Regions and Centres have identified the persons requiring a WWC Check, the Region/Centre should contact the persons; advise them of the requirement to obtain a WWC Check and also advise them of the process of applying for the WWC Check.

A handout should be given to each person, clearly indicating how to apply, and what information they need to provide to the Region/ Centre once they have submitted their application.

Volunteers might already have their WWC Check when you approach them, if so please ensure that the details of the organisation is updated to include Little Athletics Victoria, as above.

To update and include Little Athletics on their WWC Check, applicants must login to their details on the “MyCheck” portal on the WWC Check website and select “Update my Details”. Refer to the section “**Updating or adding another organisation**” for further details.

**Please note:** Police Officers & Teachers although exempt are required to show their identification, to ensure it is current and have their details recorded on the spreadsheet.

## **3: IMPLEMENTATION**

All Regions and Centres have a Working with Children Check folder from the Association. Within the folder together with these guidelines is a spreadsheet that the Region / Centre maintains a listing of the required information.

The spreadsheet will have the following fields:

- Region / Centre name
- Persons name
- Application Receipt number
- Date WWC Check card sighted
- WWC Check card number ( different from application number)
- WWC Check expiry date

The spreadsheet is supplied in both hard copy and soft copy. Use the hard copy first for your original list, and then transfer the details across onto the soft copy as the information is collected. Please print out the spreadsheet when changes are made to it, and insert it into your folder. The information on the spreadsheet is not sent to the Office. At each **Region / Centre activity**, the folder and the most current spreadsheet **must** be available for inspection at all times. The WWC Check application receipt / card must be carried by the person at all times and available for inspection when requested.

#### **4: MAINTENANCE PROCESS**

Regions & Centres should appoint an Executive person to be responsible for the maintenance of the WWC Check, and to be the point of contact for the Association.

It is vital that the ongoing maintenance of the Working with Children Check is performed regularly with the registration of new members, employment of new staff or the recruitment of volunteers. The Region / Centre committee should at a minimum, check every season ( Track & Field, Cross Country being separate seasons), to ensure all persons requiring a WWC Check have their WWC Check card, or have their application receipt. The spreadsheet must be fully updated and inserted into the folder which must be at the Region / Centre activity.

A WWC Check is valid for 5 years (unless revoked). Employees and volunteers must renew through the MyCheck portal on the WWC Check website or the link below. Cardholders will be notified 28 days prior to the expiry date of the WWC Check if they are registered through MyCheck. The details of the renewed WWC Check must then be provided to the Association, Region / Centre, as appropriate.

<https://online.justice.vic.gov.au/wwccu/login.doj?next=mycheck>

Similar to a license, persons who hold a WWC Check must advise the Department of Justice changes of their circumstances: including Surname, Address and any additional Organisations that they work or volunteer for.



## Updating or adding another organisation

It is vital that Little Athletics Victoria is added to the list of organisations linked to the Working with Children Check. If a person has their WWC Check card and they haven't listed Little Athletics Victoria, then the Association would **never** be informed if an issue ever arose concerning the validity of their WWC Check.

The other major issue is that many WWC Check cards have already been issued, and the details of the organisation haven't been listed correctly. We have found that the Club or Centre has been listed as the organisation, instead of Little Athletics Victoria – Centre #, as listed above.

If you find that the Club or Centre is listed, please ensure that this is updated.

The Club or Centre should never receive a copy of the applicants Working with Children Check assessment notice. The Association should receive every copy, and is responsible for the privacy of these assessment notices.

The link between the Department of Justice and Little Athletics Victoria is through the Association, not individual Clubs or Centres. This ensures a consistent policy is used in dealing with any issues that might arise.

To update the following, the Dept of Justice has set up a "MyCheck" portal where you can update your details including:

- Address
- Phone numbers
- Organisation name and address
- Organisation work codes

The link to the "MyCheck" portal is below.

<https://online.justice.vic.gov.au/wwccu/login.doj?next=mycheck>

## **5: POLICE CHECKS**

Police checks are secondary to the WWC Checks in relation to the positions listed in this policy. If you have a Police Check, you still require a WWC Check if you perform one of the duties listed in this policy. The WWC Check will not preclude the need for a Police check to be undertaken for certain positions within the Association / Regions / Centres. These positions include elected / appointed management positions including positions of financial control. Please refer to the Policy on Police checks for further details.

## **6: SUMMARY**

Please note that the onus to ensure information is supplied and maintained correctly is solely the responsibility of the Association, Regions and Centres. Should checks be conducted by the Department of Justice the expectation to provide accurate and updated records is a legal requirement. Heavy fines are now in place to both the individual and the organisation for breaches to the WWC Check.

The following Code numbers relate to activities within Little Athletics.

- Overnight Camps – Code 10
- Sporting Clubs & Associations – Code 42
- Coaching / Private tuition – Code 28
- Educational Institutions – Code 44 & 46 ( refer application portal for applicable schools )
- Commercial photography services – Code 34

These codes should be considered when the application form is being submitted.

Regions & Centres requiring any further information or clarification should contact the Office on 03 8646 4510 or 1800 689 112.

Additional information including checking the status of a Working with Children Check card is available on the Department of Justice website.

<http://www.justice.vic.gov.au/workingwithchildren>