



WORKING WITH CHILDRENS POLICY	Document No:	BSAPL# 3.8
	Approval Date:	Draft
	Approved By:	BSA BOARD
	Review Date:	Dec 2018
Responsible Officer: Cameron Loftus	Version No	001
Authorising Officer:		Chief Executive Officer

1. PURPOSE/ OBJECTIVES

To ensure that all staff and volunteers involved in child-related work as part of their duties and roles with the Barwon Sports Academy comply with the Working with Children Act 2005 (the Act).

2. POLICY STATEMENT

The Barwon Sports Academy requires all volunteers to hold a current

- Working with Children Check [WWC]
- Or
- Victorian Institute of Teaching registration [VIT]

A copy of either must be provided to the Barwon Sports Academy – Chief Executive Officer.

The following Members of the Barwon Sports Academy must hold a valid positive assessment notice prior to the commencement of their role:

- Coaches / assistant coaches
- Managers
- Board Members
- Volunteers

Working with Children Checks:

The Victorian Department of Justice administers Working with Children (WWC) checks and issues Assessment Notices following the WWC Check.

An Assessment Notice will remain valid for a period of five years.

A person holding a valid positive Assessment Notice must notify the Department of Justice and the Executive Officer – Barwon Sports Academy in writing within the 7 days of a relevant change of circumstances as required in the Act.

Assessment Notices received from the Department of Justice are subject to the Privacy Principles in the Information Privacy Act 2000. They may be accessed only by staff whose primary purpose is administration of the activities of staff involved in child-related work.

Victorian Institute of Teaching registration

Employees in the field of education must hold a current VIT registration and as part of that registration they hold a current Federal Police check.

The Barwon Sports Academy will maintain a confidential current WWC database of all BSA personnel.

RESPONSIBILITY FOR IMPLEMENTATION

Executive Officer

RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE

Executive Officer

APPROVAL BODY

Barwon Sports Academy Board

3. DEFINITIONS

Assessment Notice: Working with Children Check assessment.

Child: A person under 18 years of age.

Child-related work: Work that usually involves or is likely to involve regular, direct contact with a child connection with any of the 20 child-related occupational fields set out in the Working with Children Act 2005

RELATED LEGISLATION

Working with Children Act 2005 (and associated legislation)

RELATED POLICY AND OTHER DOCUMENTS

Department of Justice Working with Children Website

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

People who are exempt:

- People under the age of 18 years
- Parents who volunteer in activities that their child normally participates in
- People 'closely related' to each child they have contact with in their activity
- 18 or 19-year-old students volunteering in activities organised by their educational institution
- Visiting workers who do not usually live in Victoria, and do child-related work in Victoria for a period of up to 30 days and do not do any other child-related work in Victoria in the same calendar year.
- Visiting workers who do not usually live in Victoria and hold an equivalent interstate WWC Check and do child-related work in Victoria for a period of up to 30 days in the same calendar year.
- Victorian, or Federal police officers who have not been suspended or dismissed
- Teachers currently registered with the Victorian Institute of Teaching.

This policy was ratified by the Board of the Barwon Sports Academy in July 2018

Review Date: 2020

