

## **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 paid or volunteer 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  <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  <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  <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  <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 are 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;
- All volunteer coaches, managers, referees, 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.

A person is exempt from this Policy if they are:

- under 18 years of age;
- canteen managers, canteen workers, caterers;
- ground persons.

Teams with players 17 years or below will not be able to start the season until a manager and coach has been allocated to the team and their WWC clearances have been verified by the Club.

Anyone exempt from the WWC Protocol must register a volunteer for WPFC a part of that process requires completion of the Football NSW Member Protection Declaration form (MPD).

### **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.

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

#### **A. Create a football account**

Create a Football account (if you don't already have one):

<https://account.footballnetwork.com.au/register>

#### **B. Register as a volunteer for our Club**

Login in to your Football account: <https://account.footballnetwork.com.au/>

- click on the "Play Football"

- click on Register
- click on the relevant age group
- search for West Pymble FC
- click on 'start my registration'
- follow the prompts and register as a volunteer (include your volunteer role, WWC number, WWC expiry date)
- Email the Club's MPIO officer ([mpio@wpfc.com.au](mailto:mpio@wpfc.com.au)) confirming you have:
  - registered as a volunteer
  - your full name
  - your date of birth
  - what your volunteer position is (ie manager, coach)
  - the team you will be working with

The Club's MPIO officer will then:

- verify and record your WWC check has been completed and cleared;
- inform you and the WPFC Committee that WWC clearance has been made;
- allocate you to your relevant team and position;
- if your WWC clearance is not successful you will be told by the MPIO officer you were unsuccessful and you will be unable to work with children at WPFC.

#### **6. If the Applicant does not have a WWC number**

- Go to <http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>, complete the online process, and take note of your Application Number.
- Take your Application Number and proof of ID to a NSW Service Centre (Motor Registry) and complete the process (there is no fee for a volunteer WWC, and \$80 for a paid WWC). You will receive your WWC Number by email over the next week or so (sometimes faster).
- Register as a volunteer for the Club and email your WWC and team information to the MPIO (see clause 5 above).

#### **7. If the Applicant's WWC number has expired**

Clearance on any WWC number needs renewing with the OCG NSW every 5 years after the date it was granted. A new clearance on an existing WWC number can be requested within 3 months of expiry of the current clearance. It is the applicant's responsibility to ensure their WWC number does not lapse during the football season. If it does the applicant will need to stop their role until their WWC number has been renewed. It is easier to renew a WWC number before it has expired (go to <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/when-to-renew>).

#### **8. If the Applicant has lost their WWC number**

A lost WWC number can be retrieved from the following link:

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/contact-us>.

## **9. People that become barred**

If a person gets convicted or charged with a crime against a child, their WWC number gets cancelled or surrendered by the OCG. The OCG then 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 then occur:

- the WPFC MPIO will notify the WPFC Committee the specified person working with children at WPFC have had their WWC clearance barred.
- the WPFC MPIO or a member of the WPFC Committee 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.

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

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

## **11. 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 Spread sheet. The WPFC MPIO will provide a copy of the Verification Record Spread sheet to the WPFC Secretary. If the MPIO is not available, the Secretary will become the next point of contact.

## **12. 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).

### **13. 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.

### **14. 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".

### **15. 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 February 2017 and 30 January 2019.