

Working with Children Check Guidelines

General Information

Child Protection is about keeping children safe from abuse and protecting them from people who are unsuitable to work with children.

The Working with Children Check (**WWCC**) provides a mandatory minimum standard for assessing the suitability of people working with children and young people. The check aims to screen for people who may pose a risk to the safety of children and young people in either paid or volunteer work.

It applies to people who have **regular direct contact** with children where that contact is **not directly supervised**.

The WWC Check is managed by the Department of Justice. WWC Check Cards are valid for five years (unless revoked because of a relevant change in the holder's circumstances or voluntarily surrendered by the holder).

Guidelines

AFL Victoria has developed a guideline for Clubs, Leagues and Associations to follow to ensure the sport is doing everything possible to prevent child related offences.

Under the Act, a person involved in football is considered to be engaging in child related work and must apply for the WWCC if they:

- Work or volunteer in a role that brings them into contact with children under 18; and
- Volunteer or do this work on a regular basis; and
- Have direct contact with children under 18 which is not directly supervised; and
- Do not qualify for one of the exemptions in the legislation (subject to AFL Victoria's policies).

It is against the Law for a person who is required to but has not obtained a Working with Children Check to engage in child-related work, including volunteering.

It is also against the law to knowingly employ a person who has not obtained a Working with Children Check in child-related work if they are required to have one, including volunteering.

Exemptions

AFL Victoria endorses the following exemptions from the legislation and it will recognize that Clubs and Associations shall not require the following individuals to apply for the WWCC (subject to appropriate proof being sighted):

- > Persons aged under 18;
- > Sworn Members of Victoria Police (who are not suspended from duty);
- > Teachers registered with the Victorian Institute of Teaching; (clubs are required to sight the VIT registration)

Under the legislation, parents do not have to apply for a WWCC if their child is involved in the relevant activity. However, AFL Victoria does not endorse this exemption and it expressly requires that all parents that meet the criteria set out above apply for, and obtain a WWCC. AFL Victoria is one of a number of sports that have taken this view in order to maximise the protection of children involved in football.

Clubs

AFL Victoria expects that Clubs with junior teams will, as a minimum requirement, have the following people obtain a WWCC:

- > All Executive Committee member's i.e. President, Vice President, Secretary, Treasurer, as well as Canteen Manager / Supervisor;
- > Child Safety Officer
- > Coach of a team;
- > Team Manager of a team;
- > Club Trainer of a team;
- > Any adult attending an overnight trip with a junior team.
- > Other members of the junior club who are involved in regular contact with children that are not directly supervised by a person who has completed a WWCC.

In the case where junior players are playing in a senior team, the minimum requirements for Clubs in this instance will be:

- > Coach of a team;
- > Team Manager of a team;
- > Club Trainer of a team.

It's a good idea to have someone at the club who is responsible for WWC Check matters. This person can provide members with information; validate the WWC Check cards and record details. In the majority of instances this will be the Club Secretary. It is recommended that where exemptions apply, the Nominated Person of each Club, League or Association records this to ensure up-to-date records are maintained.

An example record keeping form is attached to this guideline.

All persons commencing child related work with an AFL Victoria affiliate must ensure that they update their WWCC registration to show this organization (AFL Victoria, League, Club, NAB Auskick centre) as one of their employers. This can be undertaken at the following link: <https://online.justice.vic.gov.au/wwccu/login.doj?next=mycheck>

When moving from one organisation to another, or adding an additional organisation, it is required that the card holder update their organisation details online so that each organisation they are involved with receives all relevant communication.

Leagues & Associations

AFL Victoria expects that Leagues and Associations will, as a minimum requirement, have the following people obtain a WWCC:

- > League or Association representative team that have players U18 participating
- > Coaches;
- > Trainers; and/or
- > Team Managers
- > Members of the League or Association Umpiring Board and/or Umpire Coaches.
- > Any adult attending an overnight trip with a junior team
- > Other members of the League or Association who are involved in regular contact with children that are not directly supervised by a person who has completed a WWCC;

League and Associations should also maintain a register, provided by each Club, of the people within the Association who have been approved under the legislation. It would not be necessary for the League or Association to sight actual check documents.

For information regarding the process of obtaining a WWCC, please visit the Department of Justice website at www.justice.vic.gov.au/workingwithchildren.

The above requirements, to comply with the WWC legislation, are in addition to all existing AFL Victoria and affiliated member child safety policies such as Code of Behaviour and Member Protection Policies.



RECORD KEEPING SHEET (EXAMPLE)

Club name/ location

Year

WWCC Category - (h) clubs, associations or movements (including of a cultural, recreational or sporting nature) that provide services or conduct activities for, or directed at, children or whose membership is mainly comprised of children.

AFL Victoria has policies above the WWC Check minimum. All who are working with children require a WWC Check –

Responsible person & contact details: _____

POSITION REQUIRING WWCC	CURRENT HOLDER OF POSITION	VOLUNTEER /PAID	DOES AN EXEMPTION APPLY? - WHY	WWCC Application Receipt #	WWC Check NUMBER	WWC CARD SIGHTED	EXPIRY DATE	VALID UNTIL?
Under 11's Coach	John Smith	Volunteer	Yes – Police Officer		NA			
Under 18's Coach	Tim Smith	Paid	Yes -Teacher registered with VIT		NA	VIT registration		05/06/2007 04/04/2008
Canteen Supervisor	Mary Blogg	Volunteer	No		123456	yes	4/04/2009	05/12/2006 05/06/2007
Marshall	Jason Young	Volunteer	Yes Under 18 years old Expires 12/07/2008		NA			05/06/2007
NSW Interstate Coach	Bill Waterhouse	Volunteer	Yes interstate visitor for Junior carnival		NA			

Note: should periodically re-assess whether employees/volunteers that are exempt are still exempt.