



Working with Children Check Procedure

Procedure Name: Working with Children Check Procedure	
Date of Issue: February 2022	
Last Reviewed: NA	Next Review: December 2024
Reviewed and Control by:FencingWA	

Introduction

The procedure has been put into place to assist FencingWA comply with the WWC Act.

FWA aims to continually review the Working with Children (WWC) Check Procedure to ensure the documented processes comply with current legislative requirements.

The following steps are to be applied:

1. Appoint a FWA employee, contractor or volunteer as the WWC Check Registration Officer.
2. Define and implement the roles and responsibilities of the FWA WWC Check Registration Officer, identified board members, Operations and Communication Officer and Executive Officer.
3. Identify positions in child related work.
4. Apply the WWC Check Screening Procedure. – General and Events.
5. Record Keeping.
6. Dealing with a Negative Notice or Interim Negative Notice.
7. Reporting.

Role Specific Responsibilities

The following roles within FWA have defined responsibilities in the WWC Check Procedure.

- WWC Check Registration Officer
- Executive Officer

WWC Check Registration Officer's role and responsibilities

- Manage the WWC Check procedure.
- Act as an authorised FWA representative on WWC Check application forms and online renewals.
- On a need's basis, identify individuals undertaking roles in child-related work and determine if an exemption applies.
- Check, record and validate WWC Cards of new employees, contractors, volunteers, visitor and identified affiliated club members, volunteers, coaches and referees and notify the WWC Screening Unit of new employees, contractors and volunteers who already have a WWC from a previous employer.
- Biannually check and record that all current employees, contractors, volunteers and identified affiliated club members, volunteers, coaches and referees WWC Cards are valid, current and have not been cancelled.
- Advise the Executive Officer on any issues as required.
- Quarterly compile a report for the Board, outlining WWC cards that expire within 3 months, any updates to the current procedure, and any other important information.
- Contact workers (voluntary and paid) with expiring WWC Cards to remind them to renew.
- Manage all data in accordance with the Privacy Act.

Executive Officer Roles and Responsibilities

- Ensure that all recruitment, screening, and induction procedures are implemented.
- Refer to Dealing with a Negative Notice or Interim Negative Notice section and Reporting section of this document. -
- Manage all data and information in accordance with the Privacy Act.

Working with Children Check Procedure

1. For employee, contractors, volunteer and affiliated clubs to identify any positions that involve or likely to involve individuals undertaking roles in child-related work.
2. FWA employees, contractors, volunteers and affiliated clubs must identify individuals undertaking positions/roles in the child-related work and determine if an exemption applies.
3. If there is no exemption, the individual must provide FWA with a copy (photo/photocopy) of their current WWC Card.
4. If they do not have a current WWC card, the individual can apply for a WWC card and provide FWA with a copy of the lodgement receipt and their date of birth.
5. The FWA can assist its applicants and volunteers in obtaining and applying for their WWC Card.
6. If the person refuses to provide or apply for a WWC Card, their application must be withdrawn from the recruitment process immediately. An individual cannot commence work for or on behalf of FWA until the screening process has been completed.
7. The FWA employee, contractor and identified volunteers and identified affiliated club members, volunteers, coaches and referee must provide the Registration Officer with the following:
 - a. A photocopy/photo of a current WWC Card; or
 - b. A photocopy/photo of the WWC Card application receipt and date of birth.
 - c. If the individual is in a paid or a voluntary position capacity.
8. The Registration Officer adds the details of the WWC card or receipt/date of birth to the FWA Working with Children Check Register.
9. The WWC Card must be validated (online) or check the application status.
10. The Registration Officer must then notify the WWC Screening Unit that the individual has commenced employment or voluntary activity with FWA (online).
11. Unless FWA is provided with a negative notice, the individual will be able to commence paid, or unpaid work once the card has been validated by the FWA or the receipt is registered with the WWC Screening Unit.
12. The Registration Officer will notify the relevant FWA personnel if the applicant's card has been validated or the receipt has been registered.

13. An individual whose WWC Card has expired and not been renewed must cease paid or voluntary FWA child-related work immediately. The Registration Officer will notify the Executive Officer or identified board members, who will contact the individual.

Record Keeping

The WWC Check Registration Officer will maintain a register of those engaged in child-related work. The WWC Check Register will be stored in a safe and secure location as determined by FWA.

The register will be updated on an as needs basis and will also undergo a biannual check which will include the following:

- A WWC Register will contain all the details of the person who is working with children, such as name, position, date of birth and WWC card details.
- Every WWC card on the register will have an updated validity check (online).
- The Registration Officer will list WWC Cards about to expire, advise the individuals, and ask them to renew the WWC Card.
- A copy of the new renewed WWC Card must be submitted to the Officer.
- Update the WWC Check Register.

Dealing with a Negative Notice or Interim Negative Notice

On receipt of notification that an individual has received a "**Negative Notice**" or "**Interim Negative Notice**", the Executive Officer will:

1. Inform the individual that they are prohibited from child-related work within FWA and of any restrictions placed on, or termination of, their association membership, employment and or volunteer role at FWA.
2. Liaise with the Board to determine if the individual can undertake any other role within the FWA that does not pose a risk to children and report any outcomes to the individual concerned.
3. If required, inform the relevant club, association, employees, contractors, volunteers, and visitors that the individual is no longer undertaking that role, maintaining confidentiality at all times.
4. Document all actions and processes undertaken.
5. Manage any media requests; and
6. Monitor that the individual is not undertaking child-related work with FWA on an ongoing basis.

Reporting

The Executive Officer will:

1. Report concerns to the WA Police, WWC Screening Unit and the DLGSC as required.
2. Notify the WWC Screening Unit if FWA believes that an individual is still undertaking child-related work following the issuing of an Interim Negative Notice or Negative Notice; and
3. Notify the WWC Screening Unit in writing if FWA reasonably suspects an employee/volunteer has been charged with or convicted of an offence, making it inappropriate for them to continue carrying out child-related work.

Categories of Child- Related Work Record Sheet

FWA Activity	Categories of Child Related Work	Justification
State Team State Team Manager State Team Coach	<i>Sport</i>	<i>Travelling with athletes who are under the age of 18</i>
Events TD Referees Coaches Volunteers	<i>Sport</i>	<i>All TD's, Referees, coaches and volunteers come into contact with children at events.</i>
Presenters Camps Coaching Courses (U/18) Referee Courses (U/18) Workshops (u/18)	<i>Sport</i>	<i>All presenters that come into contact with children under the age of 18 are required to have a WWC.</i>
Clubs Committee Members Club Volunteers Club Coaches	<i>Sport</i>	<i>All club members that come into contact with children under the age of 18 are required to have a WWC.</i>
FencingWA	<i>Sport</i>	<i>All FWA Board Members, volunteers and staff that come into contact with children under the age of 18 are required to have a WWC.</i>

Version History

Date	Version number	Executive Summary of changes
February 2022	1.0	New Document. supersedes the Member Protection Policy outlining the WWC Check.

Applicable Legislation:

- Working with Children (Criminal Record Checking) Act 2004
- [Working with Children \(Criminal Record Checking\) Regulations 2005](#)

Appendix & Relevant Policies and Procedures

- FWA WWC Check Policy
- FWA WWC Check Procedure
- FWA Codes of Conduct
- FWA Member Protection Policy Statement