

WORKING WITH CHILDREN CHECK POLICY

1. Donvale Netball Club will, as a minimum requirement, have the following people (aged 18 years +) obtain a Working With Children Check as per the *Working With Children's Act 2005* (Vic.) ("the Act"):
 - a. All Donvale Committee members, including
 - i. President
 - ii. Secretary
 - iii. Treasurer
 - iv. General Committee Members
 - b. Anyone co-opted for and on behalf of the Committee to fulfill positions of authority and responsibility
 - c. Coaches
 - d. Other members of the Club who are involved in regular contact with children who are not directly supervised by a person who has completed a Working With Children Check (physical contact e.g. coaching and/or electronic contact).
2. As an over-riding principle, should there be any doubt as to the necessity of a Working With Children Check, the person concerned will be expected to obtain one.
3. A Committee-appointed Co-ordinator will maintain a register for recording and monitoring Working With Children Checks as follows:
 - a. Record Application Receipt Numbers (received when applications are lodged).
 - b. Confirm that the applicant has passed a Working With Children Check.
 - c. Sight appointees' Working with Children Check cards.
 - d. Record appointees' Working with Children Check numbers.
 - e. Conduct regular checks to ensure that compliance is still current.
 - f. Record any Interim Negative Notice OR Negative Notice
 - g. The register is also to record individuals holding legally specified exemptions from the Working With Children Checks under the Act.
4. Should a check reveal that an Interim Negative Notice OR Negative Notice has been issued, it will result in IMMEDIATE suspension until further checks with the Working With Children Check Information Line or website can confirm otherwise.
5. Donvale Netball Club cannot guarantee sufficient resources to cover non-compliant personnel. Therefore, failure to comply with the Act will result in a review of the appointment, and may result in suspension or termination of the appointment until compliance is met.