



WORKING WITH CHILDREN CHECK POLICY

Donvale Netball Club will, as a minimum requirement, have the following people who are aged 18 years and over obtain a Working With Children Check as per the *Worker Screening Act 2020*, which replaces the *Working With Children's Act 2005* (Vic.) (“the Act”):

1. All Donvale Committee members, including
 - i. President, Vice President, Secretary, Treasurer
 - ii. General Committee Members
2. Role Managers including, but not limited to,
 - i. Social Media, Photography, Website, Publicity
 - ii. Events management
 - iii. Database
 - iv. Fundraising, marketing
3. Coaches and Team Managers, including Co-Coaches, Co-Team Managers, Assistant Coaches, Assistant Team Managers or any other support role related thereto.
4. Anyone co-opted for and on behalf of the Club to fulfill positions of authority and responsibility within the Club
5. Other members of the Club who are involved in regular contact with children
6. As an over-riding principle, should there be any doubt as to the necessity of a Working With Children Check, the person concerned must obtain the Working With Children Check.

A Committee-appointed Co-ordinator will maintain a register for recording and monitoring Working With Children Checks as follows:

- i. Record Application Receipt Numbers (received when applications are lodged).
- ii. Confirm that the applicant has valid Working With Children Check status.
- iii. Sight appointees' Working with Children Check cards, carefully examine the cards and record the number, expiry date and card type ('E' for paid employees or 'V' for volunteers).
- iv. Record appointees' Working with Children Check numbers.
- v. Conduct regular checks to ensure that compliance is current.
- vi. Record any Interim Negative Notice OR Negative Notice
- vii. The register is also to record individuals holding legally specified exemptions from the Working With Children Checks under the Act.

Should a check reveal that an Interim Negative Notice OR Negative Notice has been issued, it will result in IMMEDIATE suspension until further checks can confirm otherwise.

For all information relevant to working with children checks, State Government legislation, policy, compliance and requirements, please visit <https://www.workingwithchildren.vic.gov.au/>