

# PROCEDURE

**TITLE:** Working With Children Check Procedure

**RELATED DOCUMENTS:**

KWA-POL-006 Working With Children Check Policy  
KWA-GOV-004 Working With Children Registration Officer Position Description  
National Principles for Child Safe Organisations  
Working with Children (Criminal Record Checking) Act 2004  
Working with Children (Criminal Record Checking) Regulations 2005

**APPLICABILITY:** This procedure applies to the Kiteboarding Western Australia Inc Working With Children Check Registration Officer.

**APPROVAL:** Motion to accept this document revision was moved, seconded and carried by the board of Kiteboarding Western Australia Inc during a meeting on 19 October 2021.

**DOCUMENT NUMBER:** KWA-POL-007

**REVISION:** 1.0

**APPROVED:**

Title	Electronically signed	Date (yyyy-mm-dd)
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**REVISION LOG:**

Version	Date (dd/mm/yyyy)	Description of Changes
1.0	22/10/2021	Initial Release

## 1. Positions in Child-Related Work

Kiteboarding Western Australia Inc will:

- 1) Identify all the activities undertaken within the association and the corresponding category of child-related work listed within the WWC Act, where applicable;
- 2) Identify all positions within the association and if the duties involve, or are likely to involve, contact with a child;
- 3) Review and develop Position Descriptions identifying the screening requirements where applicable; and
- 4) Ensure that all adverts and notices identify the screening requirements.

## 2. Working with Children Check Screening

Kiteboarding Western Australia Inc will identify those that require a WWC Check by:

- 1) Identifying individuals undertaking roles in child-related work and determining if an exemption applies;
- 2) Obtaining copies of WWC Cards by:
  - a) Acting as an Authorised Representative by signing new WWC Check applications or confirming online WWC Card renewals; and
    - i) Nominating the President the Authorised Representative to receive application and renewal outcomes; or
  - b) Obtaining a hard copy of current WWC Cards or application receipts; and
    - i) Validating the card ([www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au) → Employers & Organisations → Check WWC Card Validity); or
    - ii) Checking the application status ([www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au) → Employers & Organisations → Check WWC Card Validity); and
    - iii) Notifying the WWC Screening Unit that the individual has commenced employment or voluntary activity with the association, where applicable.

## 3. 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 President will:

- 1) Inform the individual that they are prohibited from child-related work within the association;
- 2) Liaise with the Committee to determine if the individual can undertake any other role within the club that does not pose a risk to children and report any outcomes to the individual concerned;
- 3) Inform the individual of any restrictions placed on, or termination of, their club / association membership (as determined by the association and Committee);
- 4) Inform relevant association volunteers and members that the individual is no longer undertaking that role, maintaining confidentiality at all times;
- 5) Share information with other club and association volunteers and other organisations on a need to know basis, maintaining confidentiality at all times;
- 6) Document all actions and processes undertaken;
- 7) Manage any media requests; and
- 8) Monitor that the individual is not undertaking child-related work with the association on an ongoing basis.

## 4. Reporting

Kiteboarding Western Australia Inc will

- 1) Report concerns to the Committee, WA Police, WWC Screening Unit as required;
- 2) Notify the WWC Screening Unit Kiteboarding Western Australia Inc 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 Kiteboarding Western Australia Inc reasonably suspects an employee/volunteer has been charged with or convicted of an offence which makes it inappropriate for them to continue to carry out child-related work.

## 5. Raising Awareness / Education

Kiteboarding Western Australia Inc will:

- 1) Promote relevant training to key volunteers within the association;
- 2) Promote the WWC Check on the association website;
- 3) Reference the Working with Children Check Policy in association handbooks;
- 4) Ensure that this policy is included in the handover/induction for key volunteers and employees of the association;
- 5) Provide opportunities for the sharing of concerns and best practice through meetings and forums; and
- 6) Seek feedback from employees and volunteers and members when reviewing this policy annually.

## 6. Review

Kiteboarding Western Australia Inc aims to continually review the Working with Children (WWC) Check Procedure to ensure the documented processes comply with current legislative requirements. A regular review will be performed annually.