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# WORKING WITH CHILDREN CHECK POLICY

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## **Purpose and scope**

This policy applies to all active BUA Members and coaches.

## **Policy**

The Working With Children Check (WWCC) must be obtained by all members over 18 years of age as directed by any and all current legislation. Only members who are exempt from providing a WWCC under current legislation to the BUA are exempt from this requirement. The exemptions however that will be accepted by the BUA are limited to (along with the conditions covering the following professions in the relevant legislation):

- 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.

## **Discussion**

The Bendigo Umpires Association as an employer and volunteer organisation has a responsibility to:

- ensure that the appropriate people have undergone the WWCC by the timeline indicated below
- ensure a volunteer check has not been used for employment purposes
- ensure that members who are exempt from lodging a Volunteer WWCC (due to an exemption provided by current legislation) provide evidence of their exemption

Whilst the BUA will endeavour to notify any member who needs to lodge a WWCC it does not assume the responsibility for monitoring when a current WWCC expires, or a member approaches 18 years of age. The responsibility for ensuring that a member either holds a current WWCC (or applicable exemption) rests solely with each member.

## **Evidence of WWCC**

Successful application for a WWCC will be notified to the BUA by the Department of Justice. Until the application has been processed, as evidence that the application has been lodged, the member

**must** provide a copy of their application receipt to the BUA General Manager as soon as it is lodged. Once formal notification is received, details of the card number and date of issue must be entered into the relevant membership database/s.

### **Negative Notice**

Any member who is issued a **Negative Notice** will have his/her BUA membership suspended until the Negative Notice is withdrawn.

Until the Negative Notice is withdrawn the BUA member should not attend any BUA training session, social function or game as a representative of the BUA.

### **Implementation Time Line**

Results, evidence of application being lodged, or proof of valid exemption, are to be provided to the General Manager within 28 days of whichever of the following occurs first:

- Member reaches 18 years of age
- Date application for membership as a BUA member is lodged
- Previous WWCC expiry date

Inability to provide either the WWCC, evidence of an application for a WWCC being lodged, or an exemption as provided for under current legislation by a member or coach will result in either rejection and/or suspension of his/her BUA membership.

### **WWCC Application**

BUA Members are deemed to be Volunteers and must indicate this applying for their WWCC.

Application must be completed on line:

<http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/index.html?contentid=c3aa97ce-861b-4199-97ef-813d8b19b419&usedefaulttext=0&usedefaultdesc=0>

Upon completion of your on-line application you will receive an email indicating a registration number. You will then need to attend an Australia Post to have a photo taken to completion your application.

### **WWCC Information Update/Change**

Any person applying for BUA Membership who already holds a WWCC must include the BUA on their WWCC Record. Members who change their address should also update their WWCC Record.