**Working with Children Checks Policy**

By law, sporting clubs are obliged to make sure that volunteers doing child-related work have obtained a Working with Children (WWC) Check. WWC Checks aim to create a child-safe environment and to protect children and young people involved in our sport from physical and sexual harm. The Check does this by screening people’s criminal records and professional conduct and preventing those who pose an unjustifiable risk to children from working with, coaching or caring for them.

Working with Children Checks are legislated in Victoria and as such these checks must be undertaken for our club coaches and any other roles determined by the Committee to meet legislative criteria.

Therefore, as a sporting club, WJNC needs to:

* ensure volunteers, in particular our coaches, have a valid WWC Check at all times, and
* ensure new coaches apply for a WWC Check before commencing their role with WJNC

***Applying for a Working with Children Check***

To apply for a Working with Children (WWC) Check, you need to:

* fill in an (online) application form
* get a passport size photo of yourself
* gather your proof of identity documents, and
* lodge your application at a [participating Australia Post retail outlet](http://auspost.com.au/), where you must provide the photo and prove your identity.

There is no cost of obtaining a WWC for a volunteer role.

Forms can be accessed from and further information is available at: <http://www.workingwithchildren.vic.gov.au/home/resources/>

Alternatively, you may contact the Committee’s Registrar for a form.

***Recording of Working with Children Checks***

Once you have received your Working with Children Check card, a copy of the card must be supplied to the WJNC Committee’s Registrar. The Registrar will maintain a WWC register and ensure that all coaches have a valid WWC at all times and will follow up with individual coaches where necessary.

Contact WJNC Registrar/Head Coach for further information on WWCs, or should you wish to discuss this policy further.

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