

Circular

Title: Working with Children Checks (WWCC) for clubs.
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To: All Clubs
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IMPORTANT

Clubs have a responsibility to protect their youngest members. The following document steps clubs through the process of ensuring a child safe environment.

You need a Working with Children Check if you are 14 or over and you do:

- **child-related work as a volunteer** or employee for more than seven days a year
- any child-related work that involves overnight stays, or close personal contact with a child with a disability.
- You also need a Working with Children Check if you run a business where employees or volunteers do **child-related work**.

It is an offence to do child-related work without a Working with Children Check.

It is **against the law** to employ a person to work with children without a valid check. This includes volunteers.

To continue working with children, workers must apply again and receive clearance **before** their current check expires.

What is Child related work?

Clubs and associations **with significant membership or involvement of children** are defined as doing child related work and DHS stipulate that:

All workers and volunteers need a Working with Children Check regardless of whether they have direct contact with children.

“Significant” is not specifically defined in the legislation and therefore the word is to be given its ordinary dictionary meaning, with Clubs to use a commonsense approach when assessing their own situation.

Rowing SA would recommend that if you feel “significant” may be a question that impacts your club, you contact the Department of Human Services directly, to get advice from them in regard to whether all members are required to have a WWCC.

KEY PROCESS

Clubs have an important role to play in safeguarding children, by ensuring employees or volunteers who work with them have a valid WWCC.

1. Each Club must register with the screening unit to apply for WWCC on behalf of each individual and or volunteer. This allows you to apply for a screening check on behalf of your volunteers.

You must register via the Department of Human Services (DHS) Portal – [Click Here](#)

2. It is not sufficient to sighting a person's WWCC check - clubs will need to register on the Screening Unit's portal (link above) and then "*register an interest*" any workers, paid or unpaid that have an existing WWCC. A club-initiated check will automatically appear in your portal.

Clubs will be notified by the Screening Unit should a prohibited screening check occur. This will result in the volunteer or employee no longer being able to work with children.

It is an offence under the law to allow a prohibited person to volunteer or be employed at a club. There is a significant fine to the club and to the individual that will apply.

3. The website provides a step-by-step process on how to register your club, nominate an authorised delegate, and initiate checks.

After initiating a check, the authorised delegate will receive a confirmation email from DHS.

When checks have been initiated, the individual will receive an email from DHS with all instructions as to how to create the account and complete the check.

Each application requires a 100-point check and other significant information that the DHS requires. The process must be completed by the individual on the application and can't be completed on an individual's behalf.

Please note: Screening checks can take between 2 weeks to 6 weeks to be completed by the State Government – sufficient time must be allowed prior to a volunteer commencing a role at the club.

ENSURING COMPLIANCE

1. Appoint an authorised delegate / registrar.

The authorised delegate is responsible for administering the Working with Children Check (WWCC) process. This delegate must be approved by the club committee/board and is responsible for:

- Initiating WWCC applications with the Department of Human Services (DHS) screenings portal
 - Maintaining and updating records relating to WWCC
2. Clubs must notify the Screening Unit if they become aware of anything untoward. This is done via the DHS Portal.
 3. If a delegated authority receives a notification that a WWCC clearance has changed or been revoked, Rowing South Australia must be notified immediately via email, or telephone.

Members who have a WWCC from elsewhere

WWCC's that have not been initiated by a club's authorised delegate (for example, a teacher or health care worker) or who have already completed a WWCC for an employer or other, will need to be verified through the DHS website for the club. The registration of interest section needs to be completed for each existing check. The delegate will require:

- Full name (including middle name)
- DOB
- Reference number of check (SRN)

These details must be entered exactly as found on the existing WWCC or it will not be possible to register. **Please note: All WWCC are sent via email and not in hard copy.**

If the DHS email with the SRN number, cannot be found, it can be looked up via the DHS website.

<https://www.dcsiscreening.sa.gov.au/SCGetMyRegistrationNumber>

WWCC Cost

A fee applies for employees obtaining their WWCC, however volunteers are free. Checks are valid for 5 years.

WWCC Exemptions

People who normally live outside South Australia, and hold an equivalent check from their home state or territory, do not need a South Australian Working with Children Check as long as the child-related work:

- occurs as part of an organised event.
- does not exceed 10 consecutive days.

However, if the child-related work involves overnight stays or close personal contact with a child with a disability a Working with Children Check is required, even if the work with children is for less than seven days in a year.

Police Officer

The South Australian *Child Safety (Prohibited Persons) Act 2016*, cites an active member of South Australian Police or the Australian Federal Police [segment 9; part 1, section C]

as an excluded person and therefore not needing a WWCC. They must still obtain an NPC if their position in a club warrants one.

QUERIES

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