



Working With Children Check (WWCC) – Affiliate Guidelines

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This document and the information contained herein is confidential and the exclusive property of Table Tennis Victoria.

1. PURPOSE

The Working With Children Check (Check) is a mandatory minimum background check of people who work or volunteer in child-related work. It applies to people who have regular direct contact with children. The Check 'helps to protect children aged under 18 years from physical and sexual harm by preventing those who pose a risk to their safety from working with them'. This policy outlines roles where people are required to apply for a Check before commencing child-related work.

2. SCOPE

This policy applies to all Table Tennis Affiliates from 1 July 2019. Penalties and restrictions will apply from 1 July 2020 if these procedures have not been followed.

A number of sports have developed sport-specific policies in relation to the Check. Table Tennis Victoria in conjunction with VicSport have developed a minimum standard for Affiliates to adopt to ensure the sport is doing everything possible to prevent child related offences.

Under the Act, a person involved in Table Tennis is considered to be engaging in child related work and must apply for a Check if they:

- Work or volunteer in a role that brings them into contact with children under 18; and Volunteer or do this work on a regular basis; and
- Do not qualify for one of the exemptions in the legislation (subject to Table Tennis Victoria's policies).

Previously, those volunteers whose work was directly supervised were exempt from applying for a Working With Children Check. It is important to note that amendments to the Working With Children Act 2005 now state that even if a person's contact with children as part of their child-related work is supervised by another person, they will still need to apply for a Working With Children Check.

3. EXEMPTIONS

Table Tennis Victoria endorses the following exemptions from the legislation and it will recognise that Affiliates shall not require the following individuals to apply for a Check (subject to appropriate proof being sighted):

- Persons aged under 18;
- Sworn Members of Victoria Police;
- Teachers registered with the Victorian Institute of Teaching (still required to sight the VIT registration and confirm online at www.vit.vic.edu.au)

It is recommended that where exemptions apply, a central point of reference at the Club ("Nominated Person") exists for recordings and sightings of the Check. In majority of instances this will be the Club Secretary. An example record keeping form is available from <http://www.sport.vic.gov.au>

Interstate visitors can do child-related work in Victoria without a Victorian Check for a period of up to 30 days in the same calendar year for:

- Several events or occasions with a Check from their state or territory; or
- Only one event or occasion without a check from their state or territory.

4. PARENTS

Under the legislation, parents do not have to apply for a Check if their child is involved in the relevant activity. However, Table Tennis Victoria does not endorse this expression and it expressly requires that all parents that meet the criteria set out above apply for, and obtain, a Check. Table Tennis Victoria is one of a number of sports that have taken this view in order to maximise the protection of children involved in Table Tennis.

5. AFFILIATES

Table Tennis Victoria expects that all Affiliates will, as a minimum requirement, have the following people apply for, and obtain, a Check:

- All Committee members i.e: President, Vice President, Secretary, Treasurer, as well as Canteen Manager / Supervisor and Competition Coordinators;
- All Coaches and/or Managers and/or Non-Playing Captains;
- Any adult attending an overnight trip with a player under the age of 18 (Please note this is a requirement that has been in place since 30 June 2007 under the WWC legislation);
- Other members of the Affiliate who are involved in regular and direct contact with children. This contact can be oral, written or electronic communication as well as face-to-face and physical contact.

In all instances above, the Affiliate Secretary, after sighting the Check, shall submit to Table Tennis Victoria the following information for each of the above listed persons:

- Full Name
- National Member ID
- Level of Check (Volunteer or Employee)
- Working With Children Check Number
- Expiry Date

Each person will be entered into the Table Tennis Victoria membership database and issued and 'accreditation' by Table Tennis Victoria. The Table Tennis Victoria database shall be the central point of reference for all the records of the Check. Affiliates will be issued with an updated report from the database listing all Checks after each submission.

6. UMPIRES & REFEREES

Table Tennis Victoria expects that all Umpires & Referees, who are officially appointed to officiate in sanctioned matches in Victoria, apply for and obtain a Check.

Table Tennis Victoria shall maintain a register of all Umpires within the State who have been approved under the legislation.

7. INTERIM NEGATIVE NOTICES

In accordance with legislation, a person who receives an interim negative notice or is waiting for their application to be processed can still perform child related work until such time as a decision on their application is made. However, an Affiliate should have an internal process to follow if this situation arises. The following should apply if indeed this occurs:

Until such time as a decision is made, the Affiliate should ensure that the Coach who has received an interim negative notice (or is waiting for their application to clear) is directly supervised by someone who holds a WWCC. This should continue until a decision on the Coach is made via the Department of Justice (e.g. they obtain a WWCC).

It is extremely important to maintain confidentiality and discretion when approaching this situation. Meeting with the Coach to explain that they will be supervised during this interim period is recommended, as the Coach can challenge the interim negative notice received from the Department of Justice.

If the person in question and Affiliate agree, the person can be moved outside of their role with children (e.g. to a senior coaching role where no children are involved). However this must be agreed to as the legislation stipulates that an organisation cannot refuse to allow a person to continue in their role if no final decision has been made by the Department of Justice.

If a final decision is made and the person does not pass the WWCC, then the person in question "...cannot apply for, or engage in child related work, regardless of whether that work is directly supervised by another person ". This person is unable to apply for a WWCC for five years after the date of the final decision.

8. PRODUCTION OF INFORMATION

Amendments to the Act have now also enabled the Secretary to the Department of Justice and Regulation to compel the production of certain information for the purposes of compliance monitoring. As listed above, it is inherent on Affiliates to ensure that they keep accurate and up-to-date records of all required persons within their Organisation to ensure compliance with the Act.

9. SUMMARY

The Check is one strategy an Affiliate will employ to best minimise the chance of child related offences occurring. The Check is designed to help keep children safe and co-exist with other measures such as a Coach 'Code of Conduct' and a clear policy on 'drop -off and pick-up by parents' at matches or training.

For information regarding the process of obtaining a Check, please visit the Department of Justice website at <https://www.workingwithchildren.vic.gov.au/> or your nearest Australia Post outlets – bulk lodgements are available for your Club or Association from Australia Post.

Please also note that a change of details form is available from the above website – this is particularly relevant if a new person with an existing Check comes on board at your Affiliate and has not included your Affiliates details in their original application.

The above requirements, to comply with the Working With Children Act 2005, are in addition to all existing Table Tennis Victoria and affiliated member policies such as Code of Conduct and Member Protection By-Law.