

## **WORKING WITH CHILDREN CHECK POLICY**

### **INTRODUCTION**

The purpose of this policy is to create a child-safe organization by:

- Complying with Office of the Children's Guardian requirements;
- Implementing child-safe and child-friendly policies and procedures

### **LEGISLATION**

The following legislation determines our obligations:

- *Child Protection (Working with Children) Act 2012;*
- *Child Protection (Working with Children) Regulations 2013;*
- *Child Protection Legislation Amendment Act 2015*

### **OBLIGATIONS**

Lower Clarence Amateur Rowing & Sculling Club (LCRC) must:

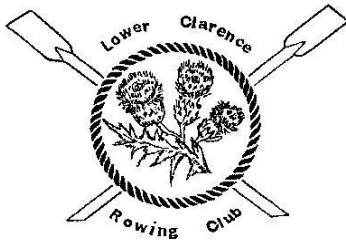
- Maintain registration as an employer for the Working with Children Check
- Verify all current and new volunteers in line with Office of the Children's Guardian requirements
- Ensure that each person registered as an employer with LCRC is verified online by another appropriate person in the club
- Remove any barred or unauthorized person from child-related work

### **PENALTIES FOR NON-COMPLIANCE**

- It is an offence for any barred person to engage in any child related work, paid or unpaid, and fines apply.
- It is an offence to hire a barred person for any child-related work, paid or unpaid, and fines apply.

### **CHILD-RELATED WORK**

- Child-related work is defined as face-to-face contact with children in a child-related sector, or work in a child-related role.
- Child-related roles in LCRC include coaches who are over 18 years of age.
- Roles within LCRC which are not defined as child-related roles include
  - Committee members who are not coaches
  - Boat racing officials who are not coaches



## *Lower Clarence Amateur Rowing & Sculling Club Inc*

*Cameron Street (PO Box 139) Maclean NSW 2463*

*ABN: 72 083 997 030*

*Established 1885*

### **NOMINATED CONTACT PEOPLE**

- Contact Keryn Saunders  
Mobile 0478 606 015  
Home Ph 02 6645 3925  
Email [kpsaunders@westnet.com.au](mailto:kpsaunders@westnet.com.au)
- Contact Clare Millist  
Mobile 0405 634 316  
Home Ph 02 6645 1873  
Email [claremillist@hotmail.com.au](mailto:claremillist@hotmail.com.au)

### **RECORD KEEPING**

Working with Children Check records and associated documents will be maintained by the Child Protection Officer, appointed on an annual basis at the LCRC Annual General Meeting. Confidentiality is to be maintained at all times, except under mandatory reporting circumstances.

LCRC is required to keep records of child-related workers including their:

- Full name
- Date of birth
- Working with Children Check number (or application number) and expiry date
- Date and outcome of online verification

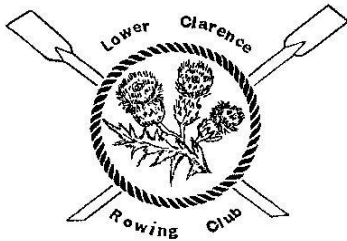
These records may be electronic or in hard copy format, but must be available if required for audit and monitoring purposes.

As a reporting body, LCRC must keep all records of allegations, investigations and findings about a notification for at least 30 years, unless the records are given to the Office of the Children's Guardian. If LCRC ceases to exist, all records must be lodged with the Office of the Children's Guardian before LCRC ceases to exist.

The Child Protection Officer will file all records in a clearly marked Working with Children Check file. Upon change of Child Protection Officer, all records will be passed in their entirety to the new officer as soon as is reasonably possible.

### **BARRED WORKERS**

If the Children's Guardian informs LCRC that a person working for LCRC in a child-related role has been barred, LCRC must immediately remove that person from his/her role. Once a bar is in place, it is an offence to work with children for five years and penalties apply.



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The Children's Guardian may impose an interim bar to prevent high risk individuals from working with children while a risk assessment is conducted and until a final decision is made. A person who is subject to an interim bar must not engage in child-related employment while it is in force. An interim bar may be imposed for up to 12 months.

Not everyone who is subject to a risk assessment will receive an interim bar.

### **COMMUNICATION AND SUPPORT FOR STAFF**

LCRC will provide all committee members and coaches with a copy of this policy.

New committee members and new coaching staff will participate in an induction meeting regarding the Working with Children Check responsibilities and requirements.

### **RELEVANT REFERENCES**

- Office of the Children's Guardian website [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au)  
Copies of the following fact sheets follow this policy document:
  - Appendix 1 Fact Sheet 8 - Risk assessment July 2014
  - Appendix 2 Fact Sheet 12 - Bars and appeals July 2014
  - Appendix 3 Fact Sheet 13 - Disqualifying offences (Schedule 2) May 2015
  - Appendix 4 Fact Sheet 14 - Assessment requirement triggers (Schedule 1) May 2015
  - Appendix 5 Employer's guide (Sector Guide Information for employers Jan 2015)
- LCRC Registration of Verifications
  - Appendix 6 Working with Children Check: Register of Verifications template

### **Policy Review & History**

- Adopted by LCRC Committee on 3rd February 2016
- Policy to be reviewed in the month following each Annual General Meeting