



 **True Sport**  
Child Safeguarding Initiative

# NATIONAL PRINCIPLE 5

People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice





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## GLOSSARY OF TERMS

### **Child Safeguarding**

*Child Safeguarding relates to the actions taken by organisations to promote the safety and wellbeing of children and young people in it's care, to protect them from harm.*

### **Children and young people**

*Those involved in your SSA who are under the age of 18 or fit into a youth category.*

### **National and International Police Certificates**

*Criminal history checks.*

### **National Principles**

*The National Principles for Child Safe Organisations (National Principles) reflect the ten child safe standards (standards) recommended by the Royal Commission into Institutional Responses to Child Sexual Abuse and were endorsed by all Commonwealth, state and territory governments. The National Principles are the vehicle for giving effect to recommendations*

*relating to the standards. The National Principles aim to provide a nationally consistent approach to creating organisational cultures that foster safety and wellbeing.*

### **SSA**

*State Sport Association.*

### **Staff and volunteers**

*All people undertaking paid or unpaid work within your SSA.*

### **True Sport**

*True Sport provides a framework for a long-term sustainable approach to safeguarding, support and equip the sports industry from now and into the future. Its all about creating the environment for sport in WA that allows the industry to thrive and prosper for generations to come.*

### **WWC**

*Refers to the Working with Children (Screening) Act 2004*

### **NSO**

*National Sport Organisation.*

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## KEY ACTION AREA 5.1:

**Recruitment – including advertising, referee checks and staff and volunteer pre-employment screening – emphasises child safety and wellbeing.**

### OVERVIEW

It is important for your SSA recruitment – including advertising, referee checks and staff and volunteer pre-employment screening – to emphasise child safety and wellbeing. A comprehensive approach to recruitment of SSA staff and volunteers will increase the likelihood of people with appropriate skills, experience and screening being appointed into roles working with children and young people.

Furthermore, having potential staff and volunteers undertake a thorough and clear process can assist in deterring perpetrators from applying for employment and volunteer roles in your SSA. Such a process is another indication of your SSA's **clear prioritisation of child safety**.

Your SSA firstly needs to develop a clear screening/recruitment procedure for all staff and volunteers that will have contact (in-person, electronic, or verbal) with children or young people as part of their role. It is essential that this screening/recruitment procedure includes:

- A transparent short-listing process
- An interview process, ideally with a multi-person interview panel, which explores the suitability of the person to perform the role (including their work or voluntary experience with children and young people and their reasons for wanting to work or volunteer with children and young people)
- Criminal history checks, including WWC Checks ([see Fact Sheet 5.2](#))
- Identity checks
- Reference checks (including a standardised reference checking process)
- Qualification verification
- A transparent appointment process.

There is great value in having staff and volunteers from diverse cultures, identities and abilities.

By having diversity within your SSA staff and volunteers, it enables children and young people from diverse backgrounds to feel more comfortable and valued within your sport, as they can see people with similar backgrounds to their own in volunteer and paid positions ([see National Principle 4 documents](#)).

In order to get the right people involved in your SSA, it is important to not only have a screening/recruitment procedure, but to actually implement it and regularly review and improve it.



<b>EXAMPLE SSA ACTIONS TO WORK TOWARDS IMPLEMENTING KEY ACTION AREA 5.1</b>	<p>The SSA develops a clear screening/recruitment procedure for all staff and volunteers that will have contact (in-person, electronic or verbal) with children or young people as part of their role.</p>
	<p>The screening/recruitment procedure includes reference to the importance of a multi-person interview panel, a transparent short-listing process and a standardised reference-checking process.</p>
	<p>The SSA's staff and volunteers are from diverse cultures, identities and abilities.</p>
	<p>The SSA implements and regularly reviews its recruitment/screening procedure.</p>

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## KEY ACTION AREA 5.2:

Relevant staff and volunteers have current Working with Children Checks or equivalent background checks.

## OVERVIEW

It is essential that your SSA complies with *the Western Australian Working with Children (Screening) Act 2004* (the Act). A Working with Children (WWC) Check is required if a person is engaging or starting in a paid, unpaid or volunteer role undertaking '[child-related work](#)', as described in the Act.

There were changes to the Act on 1 July 2023 which include the following:

- The name of the law has changed. The law was named *Working with Children (Criminal Record Checking) Act 2004* and it is now named *Working with Children (Screening) Act 2004*.
- WWC Card holders need to notify the WWC Screening Unit of a change in their:
  - > Personal details (for example, name)
  - > Contact details (for example, address, email address and phone number)
  - > If people start new work or cease work
- People with an [Interim Negative Notice](#) or [Negative Notice](#) will be prohibited from accessing the child volunteer exemption and the parent volunteer exemption
- Automatic Negative Notices will be issued for pending charges for [Class 1 offences](#)

For more information about these changes to the Act click [here](#).

The WWC Check is a very important part of keeping children within your SSA safe, as it prevents a person with a relevant criminal history or reportable conduct finding from undertaking child-related work.

While the WWC Check is an integral part of prioritising the safety of children, it should not be solely relied on as a screening process in assessing whether people are suitable to work or volunteer with children. As the WWC Check relies on charges and convictions for certain offences or reportable conduct findings, there are a number of people who may hold a WWC Card and present a risk to the safety and wellbeing of children.

This is why all of the steps in your screening/recruitment procedure ([see Fact Sheet 5.1](#)) are essential. Your screening/recruitment procedure and appropriate use of the WWC Check, coupled with training, education, induction and ongoing supervision ([see Fact Sheet 5.4](#)), and support of your staff and volunteers gives your SSA the best chance to appoint and retain the most suitable people.



If you do unfortunately and unintentionally appoint a person who is not suitable to work with children, all of these aspects – along with a clear, transparent and child-friendly complaints procedure ([refer to National Principle 6](#)) – can help your SSA identify risks to child safety promptly. As per [Fact Sheet 1.4](#), establishing a clear understanding of appropriate and inappropriate behaviour can help increase the safety of children in your SSA. It is important for your SSA staff and volunteers to understand various screening tools – the WWC Checks (compulsory legislation your SSA needs to comply with); as well as two optional checks that your SSA may choose to include in its screening/recruitment procedure – National Police Certificates and international Police Certificates.

Your SSA may decide to introduce a policy whereby people in certain roles who are exempt from applying for a WWC Card (in other words they are **ineligible and cannot apply for a WWC Card**) need to apply for a National Police Certificate to enable criminal history screening for roles that have been identified as higher risk with increased responsibility. Although there are clear differences between what a WWC Check assesses compared to a National Police Certificate ([see Template 5.2](#) for more details), this will enable your SSA to perform some level of criminal screening of people in key roles.

There may also be situations where your SSA asks people applying for particular roles to obtain both a WWC Check and a National Police Certificate. For example, if a person intends to coach a junior team (and doesn't have access to a WWC exemption) and is also a Board member for your SSA, sitting on the audit and risk committee with a focus on finance. The WWC Check assessment only focuses on whether a person's criminal history indicates they pose a risk of harm. A person convicted solely of fraud, for example, would still be issued with a WWC Card but their criminal history would be relevant to their Board position and financial responsibilities. The National Police Certificate process would reveal this history.

WWC Checks and [National Police Certificates](#) only look at a person's criminal history in Australia. Therefore, it is important for your SSA to consider requesting people applying for certain roles that are higher risk or have higher levels of responsibility, and who have lived in a different country for twelve months or more, also apply for an international police check from that country.

WWC Check information has been sourced from the WWC Screening Unit and adapted for SportWest stakeholders. Further WWC Check information can be found at [www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au).

It is vital that your SSA validates any qualifications potential volunteers or staff may claim they have, to determine the suitability of each person's skills and their ability to perform the required role.

It is important to remember that when SSA staff or volunteers travel interstate with children, they will need to understand the laws in the states or territories they are travelling to. Each state and territory has its own version of WWC legislation with differing requirements.

Also, if you have interstate coaches and team staff and volunteers accompanying teams travelling to Western Australia, these people will need to comply with the Western Australian WWC law.

[↓ View template 5.2a](#)

[↓ View template 5.2b](#)

[↓ View template 5.2c](#)

[↓ View template 5.2d](#)



<b>EXAMPLE SSA ACTIONS TO WORK TOWARDS IMPLEMENTING KEY ACTION AREA 5.2</b>	<p>The SSA complies with the <i>Western Australian Working with Children (Screening) Act 2004</i>.</p>
	<p>The SSA complies with the various Working with Children Check legislations across Australia when visiting other states and territories.</p>
	<p>The SSA includes international police certificates and National Police Certificates as part of its screening/recruitment procedure for identified people.</p>
	<p>The SSA verifies qualifications when recruiting and appointing staff and volunteers.</p>

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## INTRODUCTION

Complying with the *Working with Children (Screening) Act 2004* (the Act) is one important step your SSA must take to keep children safe and get the right people in your sport to work or volunteer with children. Not only is this a legal requirement, but for people who require a WWC Card, your SSA is informed if a person has a criminal history or reportable conduct finding that indicates they are a risk of harm to children. This is vital information for your SSA to have.

This document provides a summary of information about the WWC Act and has been sourced from the WWC Screening Unit and adapted for SportWest stakeholders. Further WWC Check information can be found at [www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au).

In this document:

- [1. What is the WWC Act?](#)
- [2. What are the recent changes to the WWC Act?](#)
- [3. Who needs a WWC Card?](#)
- [4. What steps does your SSA need to take to comply with the WWC Act?](#)
- [5. Frequently Asked Questions](#)
- [6. Useful Links](#)

## 1. WHAT IS THE WWC ACT?

The WWC Act is a compulsory screening strategy in Western Australia and the Christmas and Cocos (Keeling) Islands for people who engage in certain paid or unpaid work with children, described as 'child-related work' under the WWC Act.

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## 2. WHAT ARE THE RECENT CHANGES TO THE WWC ACT?

There were changes to the WWC Act starting 1 July 2023, following Amendments passed through the WA Parliament in December 2022. The following information provides a summary of the Amendments and what they mean for your SSA.

What is the change?	What does this mean?	What do sports organisations need to do?
<p>The name of the law will change.</p>	<p>The Working with Children law in WA will be known as the <b><i>Working with Children (Screening) Act 2004</i></b>.</p> <p>The name of the law has changed to reflect additional information that will now be considered in the screening process (not just criminal history).</p> <p>The changes to the law will significantly strengthen protections for children by addressing critical recommendations from the Royal Commission into Institutional Responses to Child Sexual Abuse.</p>	<p>Your SSA's policies and procedures need to change to reflect the change of name.</p> <p>For example, the law was named '<b><i>Working with Children (Criminal Record Checking) Act 2004</i></b>' and it will be named '<b><i>Working with Children (Screening) Act 2004</i></b>'.</p>
<p>WWC Card holders will be required to update any changes to their details.</p>	<p>WWC Card holders and applicants need to notify the WWC Screening Unit of a change in their:</p> <ul style="list-style-type: none"> <li>• Personal details (for example. name)</li> <li>• Contact details (for example. address, email address and phone number)</li> <li>• Child-related work status (for example. starting or ceasing work)</li> </ul>	<p>SSAs are encouraged to remind all volunteers and paid workers to check their details are up to date with the WWC Screening Unit.</p> <p>WWC Card holders and applicants will need to notify the WWC Screening Unit of any changes. This can be done online, in writing or by email. Further information on how to contact the WWC Screening Unit can also be found on <a href="#">its website</a>.</p>

<sup>1</sup>A WWC Check is required by a person if they engage in certain paid or unpaid work with children, described as 'child-related work' under the WWC Act. 'Child related work' has a specific definition which is: 'work is child-related work, if the usual duties of the work involve or are likely to involve, contact with a child in connection with one of the categories of child related work and no exemptions apply'. For more detailed information about who requires a WWC Check [click here](#).

What is the change?	What does this mean?	What do sports organisations need to do?
<p>People with an Interim Negative Notice or Negative Notice will be prohibited from accessing the child volunteer exemptions and the parent volunteer exemption.</p>	<p>These changes mean a person with a current <a href="#">Interim Negative Notice</a> or <a href="#">Negative Notice</a> cannot access the parent volunteer, child volunteer or unpaid student under-18-years-of-age exemptions.</p> <p>If an individual with a current Interim Negative Notice or Negative Notice is using the child volunteer or parent volunteer exemption, they must immediately stop, or they will be breaking the law and can be prosecuted.</p> <p>If a person is using the child volunteer or parent volunteer exemption and is then issued with an Interim Negative Notice or Negative Notice, they must also immediately stop using the exemption and consequently stop working with children.</p> <p>If your SSA becomes aware that a parent or child volunteer has a current Interim Negative Notice or Negative Notice, they must immediately take steps to ensure the person does not continue working<sup>2</sup> with children. Failure to act on this knowledge is an offence, and both the organisation and the parent or child volunteer can be prosecuted. Penalties of up to \$60,000 and five years' imprisonment may apply for these offences.</p> <p>Information about exemptions for each category of child-related work (such as the parent volunteer exemption) and who is eligible to use these, can be found <a href="#">here</a>.</p>	<p>It is the responsibility of the individual to ensure they are eligible to use the child or parent volunteer exemptions.</p> <p>If a volunteer has a current Interim Negative Notice or Negative Notice they need to immediately stop using the exemption and stop working with children. They do not, however, need to tell your SSA the reason they are no longer able to volunteer with children.</p> <p>Your SSA is encouraged to inform volunteers of this change to WWC practices so that they know whether they are eligible to use, or to continue to use, the parent or child volunteer exemption.</p> <p>Your SSA can update its practices and <a href="#">policies</a> to try to ensure all people who use, or intend to use, the parent or child volunteer exemption are eligible to do so. This could include a process for child and parent volunteers to acknowledge they understand the new laws and confirm that they are eligible to use the child or parent volunteer exemption.</p> <p>Ideas on how to communicate these changes and to check volunteers' exemption status include:</p> <ul style="list-style-type: none"> <li>publicising the changes through your SSA social media platforms, newsletter, and other communications sent to members</li> <li>provide the information in volunteer inductions</li> <li>create a regular check-in mechanism to ask volunteers about their exemption status and keep records</li> <li>ask volunteers to sign a declaration indicating that they are able to use the child and parent volunteer exemption. <a href="#">Click here</a> for an example volunteer declaration form.</li> </ul> <p><a href="#">Click here</a> to read more about record keeping responsibilities.</p>

<sup>2</sup> 'Work' refers to paid, unpaid and volunteer work

What is the change?	What does this mean?	What do sports organisations need to do?
<p>Automatic Negative Notices will be issued for pending charges for Class 1 offences if committed when an adult.</p>	<p>A Negative Notice has always been automatically issued if a person has a conviction for a Class 1 offence, committed when they were an adult.</p> <p>Since the Amendments started on 1 July 2023, a person who has a <b>pending</b> charge for a <a href="#">Class 1 offence</a>, allegedly committed when an adult, will be issued an automatic Negative Notice. A pending charge means a charge of an offence, where a decision has not yet been made by a court.</p> <p>This means a person who has a pending charge for a Class 1 offence (allegedly committed when an adult) cannot work in child-related work, until a final decision on their WWC Check application is made.</p> <p>Information about what a Class 1 offence is can be found <a href="#">here</a>.</p>	<p>Your SSA is not required to do anything new to comply with this Amendment as long as your SSA already has, and continues to have, processes in place to ensure all staff, volunteers and self-employed people who engage in child-related work have a current and valid WWC Card and keep adequate records.</p> <p>Your SSA needs to ensure everyone who will be engaged in child-related work holds a valid WWC Card or applies for one. Your SSA also need to regularly check the <a href="#">validity</a> of people's WWC Cards to ensure that they have not expired or been cancelled, or a person has not been issued with an Interim Negative Notice or Negative Notice. It is also important your SSA registers all WWC Card Holders to ensure that they are notified if a change to the WWC Card status occurs. See the section '<a href="#">Notification of Negative Notices and Interim Negative Notices</a>' below for information about how to do this.</p>



## 3. WHO NEEDS A WWC CARD?

When assessing who is required to have a WWC Card, your SSA needs to ask the following three questions:

### STEP 1

Is there an *agreement to work*?

Does the person have an agreement to carry out child-related employment or a child-related business? This agreement can be written or unwritten, and may be paid, unpaid or voluntary.

### STEP 2

Is it *child-related work*?

Do the usual duties of the work involve, or are likely to involve, contact with a child in connection with any of the 18 categories of child-related work?

Definitions for contact and usual duties can be found on the [WWC Check website](#).

### STEP 3

Does an *exemption* apply?

If a person's work is covered by an exemption, **they are ineligible** to apply for a WWC Check. The most common exemptions for sporting organisations include the child volunteer exemption and the parent volunteer exemption.

The parent volunteer exemption varies between categories of work. For example, under Category 15, there is no exemption for an overnight camp attended by their children. Learn more about the different categories of exemptions for parents who volunteer [here](#).

## GLOSSARY OF TERMS



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## Definition of Contact:

“Contact” includes:

- any form of physical contact
- any form of oral communication, whether face to face or by telephone
- any form of electronic communication.

It does not include contact between employers, workplace supervisors or volunteer coordinators of children, and people who work alongside children as colleagues (unless they otherwise engage in child-related work). If a person’s only contact with a child is as an employer of a child or as a fellow employee, then that person is not considered to be in child-related work.

## Definition of ‘usual duties’:

A WWC Check is required by a person who participates in child-related work, which means the usual duties of the work involve, or are likely to involve, contact with a child in connection with any of the prescribed categories of child-related work. ‘Usual duties’ are the things that person does regularly as part of their job or volunteering role (the things that they couldn’t perform their job/role if they didn’t do).

## Definition of honorarium:

If a person who engages in child-related work receives some financial reward or remuneration, they should discuss this with their employer or volunteer organisation to determine if they are considered to be a volunteer or paid person.

If they receive payments that only cover the costs of carrying out child-related work then they are considered to be a volunteer by the WWC Screening Unit. For example, a volunteer secretary of a recreational club may receive an honorarium to cover the costs of postage, stationery and travel expenses. If, however, the payments they receive cover more than their expenses for child-related work, then they are likely to be considered a ‘paid employee’ for the purposes of a WWC Check. Find out more about determining if work is considered voluntary or paid [here](#).

To view the glossary available on the WWC website click [here](#).



## 4. WHAT STEPS DOES YOUR SSA NEED TO TAKE TO COMPLY WITH THE WWC ACT?

### Your SSA needs to:

- Identify whether your employees/volunteers/students are in '[child-related work](#)' as defined in the WWC Act
- Ensure everyone who is required to have a WWC Check, has a valid WWC Card, or has applied for one
  - This includes ensuring everyone renews their WWC Cards before they expire, and ensuring that people who withdraw their WWC Check application or cancel their WWC Card do not engage in child-related work.
- Ensure your SSA has a nominated person(s) responsible for checking and signing WWC applications known as the 'organisation representative'. Your organisation representative will receive all WWC-related notifications from the WWC Screening Unit, including whether a person receives a WWC Card, an Interim Negative Notice or a Negative Notice
- Ensure your SSA has a process describing what to do if it receives a [Negative Notice](#) or [Interim Negative Notice](#) for one of its employees/volunteers or students and that your organisation representative is aware of this process so that it can be followed
- Ensure your SSA notifies the WWC Screening Unit of new employees/volunteers/students who already have a valid WWC Card [through this link](#)
- Keep records of your compliance with the WWC Act. This needs to include recording WWC Check receipts and WWC Card information and checking the [validity](#) of WWC Cards when people join your organisation already holding one. Click [here](#) to view a sample recordkeeping sheet
- Include WWC Check information within your child safety and wellbeing policy or have a separate policy that links with it. To view a sample WWC Check policy click [here](#).



**To demonstrate compliance with the WWC Act, you may be required to answer the following questions:**

1. How does your SSA identify both existing and new employees, volunteers and students who engage in child-related work?
2. Do those employees, volunteers or students in child-related work have a valid WWC Card or have they applied for one? If not, what measures are being taken to rectify the situation and within what timeframe?
3. What processes are in place to confirm employees, volunteers and students who engage in child-related work have a valid WWC Card or have applied for one?
4. What processes are in place to confirm employees, volunteers and students who continue their child-related work renew their WWC Cards before they expire (cards can be renewed one to three months before they expire)?
5. What processes are in place to ensure people who do not have a valid WWC Card and have not applied for one, do not engage in child-related work?
6. Do your internal recordkeeping processes identify the employees, volunteers and students who engage in child-related work and is the following recorded for these people?
  - a) Full names and dates of birth
  - b) The WWC Card number and its date of expiry, or if the

WWC Card has not been received, the application number and the date it was lodged

- c) Confirmation that the employee, volunteer or student has applied within the required time
  - d) The validity of a WWC Card is checked when a person who already holds one takes up a position with your organisation (this is also recommended periodically during the life of the Card).
  - e) Confirmation that a person is not employed in child-related work if notice is received from the WWC Screening Unit that the person has withdrawn their application or has been issued with an Interim Negative Notice or Negative Notice.
7. What internal mechanisms does your SSA have in place to monitor and report on compliance of the WWC Act?



## 5. FREQUENTLY ASKED QUESTIONS

Questions	Answers
<p><b>Alignment with other States/Territories</b></p> <p>Is there a centralised WWC register so that WWC Cards from each state and territory are recognised when you travel with a sport or move interstate?</p>	<p>Each state and territory has its own equivalent WWC Check scheme and legislation.</p> <p>National sport policy does not override the WA WWC legislation and therefore state and territory legislation needs to be followed and reflected in national policy.</p> <p>A WA WWC Card is not transferable between other states and territories, and this has not changed with the amendments.</p>
<p><b>Support for sporting organisations</b></p> <p>What capacity-building support will be available for sporting organisations working with volunteers in regard to the narrowing of access to the parent and child volunteer exemption?</p>	<p>SSAs can use a <a href="#">volunteer declaration template</a> to help with the management of parent volunteer and child volunteer exemptions.</p> <p>SSAs can ask volunteers who wish to continue or start using the parent volunteer or child volunteer exemption, to complete the form and declare they are eligible to use an exemption.</p> <p>Individuals will be in breach of the legislation and can be prosecuted if they use the parent or child volunteer exemption when they are ineligible.</p> <p>Organisations will be in breach of the legislation if they knowingly allow a person who is ineligible to use an exemption. In other words, if an organisation is aware a person has a Negative Notice or Interim Negative Notice and still allows that person to use the parent volunteer or child volunteer exemption, they will be in breach of the legislation and can be prosecuted.</p> <p>If an individual misleads an organisation over their ability to use an exemption when they have a Negative Notice or Interim Negative Notice, and continues using the exemption, the organisation would not be breaching the legislation provided it provides evidence of strong governance procedures to comply with WWC legislative requirements. This includes using the declaration template form for volunteers and keeping adequate records. The individual will be the one breaching the legislation.</p> <p><a href="#">Click here</a> for more information about how your SSA needs to comply with the WWC Act.</p>



Questions	Answers
<p><b>Notification of Negative Notices and Interim Negative Notices</b></p> <p>How does a sports organisation get notified if one of its people involved in child-related work has a change to their WWC Card status (i.e., if they receive a Negative Notice or Interim Negative Notice)?</p>	<p>If the WWC Screening Unit receives new information about a card holder or applicant relevant to the immediate safety of children (for example, a charge or conviction for a relevant offence or reportable conduct finding) the person's eligibility to hold a WWC Card may be reassessed by the WWC Screening Unit. If a person is issued an Interim Negative Notice or Negative Notice, the Notice will be sent to the organisation representative listed on the WWC Check application form of the card holder or applicant.</p> <p>If a person comes to your club with an existing WWC Card, it is essential your organisation <a href="#">validates</a> the card details and <a href="#">registers as that person's employer or volunteer coordinator</a>. This enables the WWC Screening Unit to notify your organisation (along with any other organisations that the person currently works or volunteers with) if they receive a Negative Notice or Interim Negative Notice during their time at your organisation.</p> <p>For information about how to manage an Interim Negative Notice or Negative Notice, or on general management of WWC Checks in your organisation, click <a href="#">here</a>.</p>

Questions	Answers
<p><b>WWC Card renewal</b> How does someone renew a WWC Card?</p>	<p>A person can either <a href="#">renew their WWC Card online</a> (as long as it has not expired) or in person at an authorised Australia Post outlet.</p>
<p><b>Working on a WWC receipt</b> Following the Amendments from 1 July 2023, how will an organisation know if a person has a Class 1 pending charge allegedly committed as an adult, and therefore is not allowed to commence child-related work on a receipt?</p>	<p>The WWC Screening Unit will notify your SSA if a person is issued with an Interim Negative Notice or Negative Notice and must cease working with children only if they are listed on the application form or complete the <a href="#">register card holder</a> function. If an organisation continues to engage a person with an Interim Negative Notice or Negative Notice in child-related work, then it is committing a breach of the legislation and may be prosecuted. The organisation needs to ensure current WWC card holders are registered against their organisation so any updates are received. This can be done <a href="#">here</a>. Note, an individual WWC cardholder can be linked to multiple organisations.</p>
<p><b>Compliance</b> Are checks conducted to ensure SSAs and clubs are complying with the WWC rules?</p>	<p>The WWC Screening Unit does conduct regular Compliance Checks on organisations to ensure they are meeting their organisational obligations.</p> <p>Since the Amendments came into effect, the WWC Screening Unit has additional powers to enter, inspect, search, and remove information that may be evidence of an offence under the WWC legislation.</p> <p>More <a href="#">information</a> on these additional powers can be found on the WWC Check website.</p>



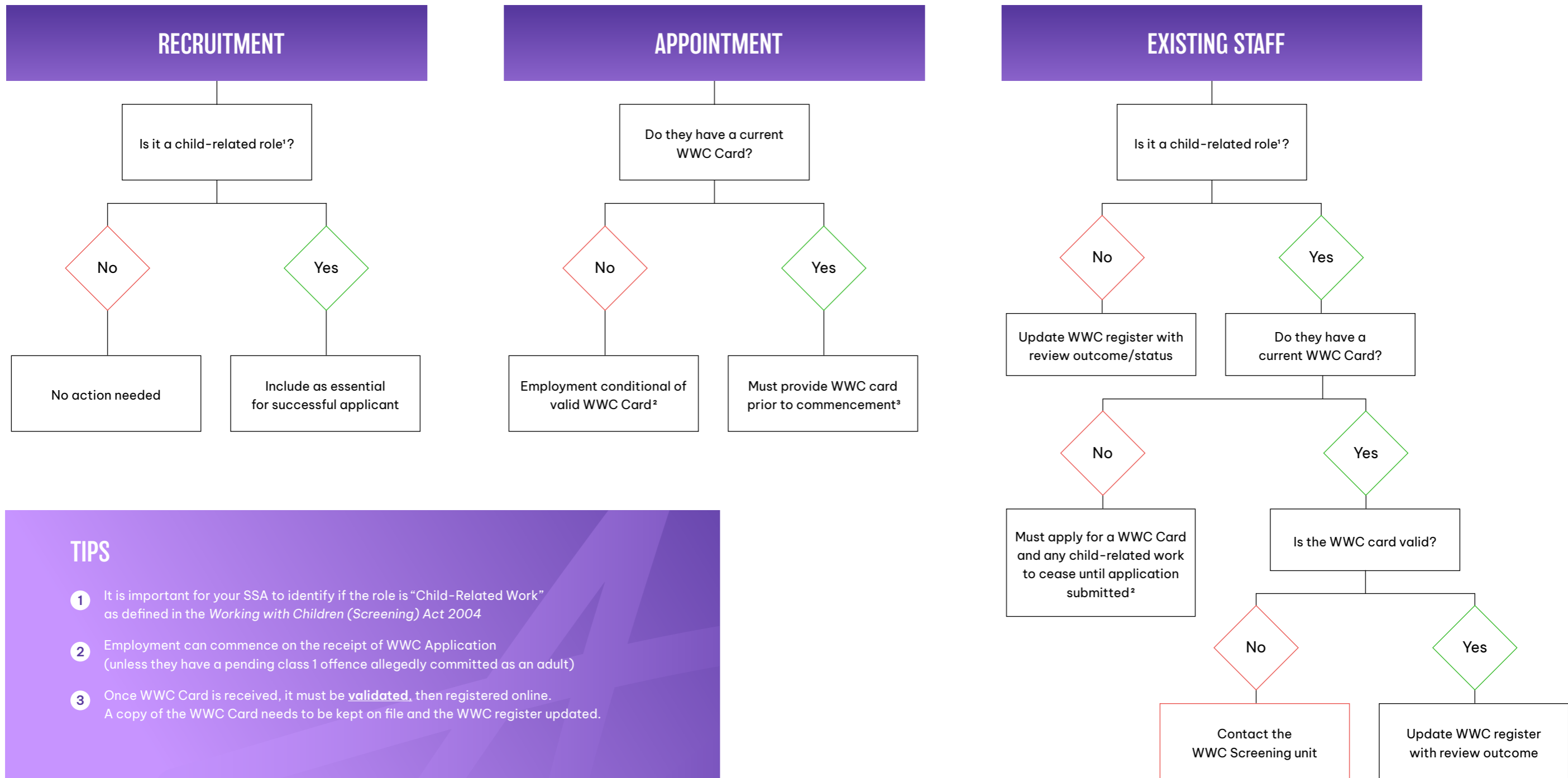
## 6. USEFUL LINKS

There are a range of sport-tailored resources available on the [WWC Check website](#) that provide further information including:

- Completing a WWC Check Application Form
- Exemptions – Narrowing of access
- Exemptions – One-off national events and national tours
- Exemptions – The parent volunteer exemption
- WWC Check, Compliance Toolkit – Sport and Recreation
- WWC Check, Recordkeeping spreadsheet
- WWC Check, Sport and Recreation Sector
- WWC Check, Volunteer declaration



# SAMPLE WORKING WITH CHILDREN (WWC) MANAGEMENT PROCESS



## TIPS

- 1 It is important for your SSA to identify if the role is “Child-Related Work” as defined in the *Working with Children (Screening) Act 2004*
- 2 Employment can commence on the receipt of WWC Application (unless they have a pending class 1 offence allegedly committed as an adult)
- 3 Once WWC Card is received, it must be **validated**, then registered online. A copy of the WWC Card needs to be kept on file and the WWC register updated.

WWC Check information has been sourced from the WWC Screening Unit and adapted for SportWest stakeholders. Further WWC Check information can be found at [www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au)



## KEY ACTION AREA 5.3:

All staff and volunteers receive an appropriate induction and are aware of their responsibilities to children and young people, including recordkeeping, information sharing and reporting obligations.

## OVERVIEW

Once people are appointed into roles within your SSA, it is important for each of them to receive an appropriate induction and be aware of their responsibilities to children and young people, including [recordkeeping, information sharing and reporting obligations](#).

Induction processes need to include information about your **child safety and wellbeing policy and procedures** and day-to-day child safe practices ([see Fact Sheet 1.4, Fact Sheet 1.6 and National Principle 10 resources](#)). Unless your staff and volunteers know how they are expected to behave and are informed about what to do if they are concerned a child or young person is at risk, they are unlikely to be able to assist in the implementation of your policies and procedures. Within your induction process there also needs to be information about **recordkeeping, information sharing and reporting**. There also needs to be specific content addressing the importance of respecting, celebrating and meeting the needs of all children and young people, being particularly responsive to their individual characteristics, cultural backgrounds and abilities ([see National Principle 4 resources](#)).



<b>EXAMPLE SSA ACTIONS TO WORK TOWARDS IMPLEMENTING KEY ACTION AREA 5.3</b>	Induction processes include training on: SSA child safety and wellbeing policy and procedures and day-to-day child safe practices; recordkeeping; information sharing; and reporting.
	There is specific content addressing the importance of respecting, celebrating and meeting the needs of all children and young people, being particularly responsive to their individual characteristics, cultural backgrounds and abilities.

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If you need support:

- > [Mental health community links](#)
- > [Reporting flowchart](#)



## KEY ACTION AREA 5.4:

Ongoing supervision and people management is focused on child safety and wellbeing.

### OVERVIEW

In order to maintain child safe environments within your SSA, it is important to have ongoing supervision and people management that is focused on child safety and wellbeing. This can be achieved through:

- Provision of regular training, professional development and/or information sessions for your SSA's staff and volunteers
- Discussion of your SSA's child safe practices with staff and volunteers on a regular basis
- Regular checks of the level of understanding that your staff and volunteers have of your child safety and wellbeing policies and procedures. This information can inform the incorporation of child safety indicators into staff performance reviews and plans
- Regular communication of information about child safety and wellbeing policies and procedures with staff and volunteers. This must include internal and/or external support services and resources that are available to assist staff and volunteers
- Encouraging and enabling supervision and mentoring of staff and volunteers to enable them to implement child safety and wellbeing policies and procedures and provide them with the opportunity to raise issues and concerns relating to child safety
- Clear disciplinary and grievance procedures, which are linked to your [Child Safety Code of Conduct](#) and have feedback/complaint mechanisms.



<p><b>EXAMPLE SSA ACTIONS TO WORK TOWARDS IMPLEMENTING KEY ACTION AREA 5.4</b></p>	<p>The SSA provides regular training, professional development and/or information sessions to staff and volunteers.</p>
	<p>The SSA child safe practices are discussed with staff and volunteers openly and often.</p>
	<p>The SSA regularly checks the understanding of staff and volunteers of child safety and wellbeing policies and procedures.</p>
	<p>Relevant aspects of child safety are incorporated within staff performance reviews and plans.</p>
	<p>The SSA communicates information about child safety and wellbeing policies and procedures with staff and volunteers.</p>
	<p>The SSA actively communicates internal and/or external support resources to assist staff and volunteers.</p>
	<p>SSA staff and volunteers are mentored to enable them to implement child safety and wellbeing policies and procedures and should be provided with opportunities to raise child safety issues and concerns.</p>
	<p>The SSA has clear disciplinary and grievance procedures, which are linked to the Child Safety Code of Conduct and have feedback/complaint mechanisms.</p>

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