



Title: Working With Children & Police Records Check Policy

Section:

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Policy Statement

Uncle Bobs Club (UBC) will establish and implement policies to assess and verify the suitability of all Directors, support staff, members and volunteers who will work with children, including requiring all members and volunteers to provide evidence of their suitability. This evidence is generally a Working with Children Check (WWCC); however, if a members or volunteer's occupation exempts them from the requirement to have a WWCC (eg. police officers, teachers) they must provide evidence to support their claim to an exemption.

In addition to a WWCC, where UBC members and volunteers are required to personally handle money, UBC will also require a Police Check to be conducted through the Department of Justice (DOJ). UBC will cover the cost of the criminal record check on behalf of its members & volunteers.

Purpose and Scope

To ensure all members of State Committee, support staff, members and volunteers of UBC meet all the legal requirements to allow them to work with children in an unsupervised capacity.

As part of the process for maintaining high standards of conduct and professionalism in the workplace and activities, it is the responsibility of the UBC State Committee to ensure that only suitable persons are invited to engage in any official Club activity or function.

The Working with Children Check (or Police Check) will stand as prima facie evidence that the particular employee / volunteer/ member of State Committee is fit to work with children.

Definitions

UBC:	Uncle Bobs Club (VIC)
State Committee:	Directors of Uncle Bobs Club (VIC)
Support Staff:	All paid employees of Uncle Bobs Club, either full time, part time or casual
WWCC:	Working with Children Check

Policy

Volunteers

Definition of a Volunteer

A volunteer is a person who without payment or reward voluntarily engages in any:

- UBC activity carried out for the benefit of the club or any other body organised to promote the health and wellbeing of children within the State of Victoria
- Activity involving children on behalf of the State Committee or any of its branches and groups
- Activity which involves the handling of any money on behalf of the State Committee or any of its branches and groups

Definition of a Member

A member is a person who voluntarily subscribes to a company, business or charity organisations memorandum of association (or articles of incorporation). Their name shall be entered in the organisations register of members and they shall be given associated rights, including:

- Voting rights
- Rights to notice of meetings and the right to attend AGM's
- Rights to access certain documents
- Rights to nominate to hold formal roles in the organisation
- Right not to be oppressed:

Conducting Charity Work on behalf of UBC

A member or volunteer can engage in charity work on behalf of the UBC once they have completed our Volunteer Screening and Recruitment process.

Working with Children Check

The requirement for a WWCC was made compulsory by law in 2005 for all employees and volunteers engaged in 'child related work' either on a paid or voluntary basis. It is a minimum standard set by the Working with Children Act 2005.

As an organisation that predominately focuses on children's welfare, UBC State Committee has made a decision that volunteers and members requirement to have a WWCC will be based on the role they perform.

When required, a volunteer or member of UBC, will need to complete an online application and lodge it at the Post Office, with identification and a passport photo (or with the assistance of Support Staff). If the member or volunteer passes the check, they will be assigned an Assessment Notice and Card. It will be the organisation's duty to check these documents are current and valid. This card is:

- Valid for 5 years
- Transferable between volunteer organisations
- Free of charge for volunteers but cannot be used for paid employment.

Police Check

UBC requires all volunteers and members who have significant access to money will also be required to obtain a current Police Check. This check searches the criminal records database for any current police investigations or charges and previous offences (with certain conditions). This Check is to be completed as required.

Support Staff are required to maintain a current Police Check as a requirement of their employment with UBC.

State Committee and Branch and Group executives will also be required to maintain a current Police Check as part of their roles within UBC.

Any member or volunteer who handles money on behalf of UBC shall require a Police Check as part of their duties. Volunteers are required to contact our office for current details and procedures related to them getting a Police Check.

Maintaining the register

Upon receipt of verification (notification from WWCC or Police Check), the details will be updated on the UBC register and a copy kept within the UBC office.

The UBC State Committee and Support staff will have suitable monitoring procedures in place to ensure that all required members and volunteers hold valid checks (or equivalent) at all times; and will be verified annually.

It is the responsibility of each UBC Support Staff member or volunteer to:

- Provide the successful WWC check card (or equivalent)
- Ensure UBC is nominated as an organisation as part of their WWCC details
- Notify the UBC office if there has been a relevant change in circumstances, for example, if they have been charged or found guilty of a new relevant offence
- Apply for a new WWCC (or equivalent) before their card expires.

Privacy

The Uncle Bobs Club will comply with the 13 Australian privacy principles when collecting, using, retaining or disposing of personal information as per the Privacy Act 2005.

Relevant exemptions

Teachers

Teachers registered or with permission to teach from the Victorian Institute of Teaching under Part 2.6 of the Education and Training Reform Act 2006 are exempt from obtaining a WWCC.

Police officers

Sworn Victoria Police officers or sworn Australian Federal Police officers are exempt from the WWCC.

Full a full list of exemptions and examples refer to: [Working with Children Check – Exemptions](#)

Review

This policy and related procedures will be reviewed every two years, unless changed circumstances require earlier review.

Associated Policies, Procedures and Other Documents

- UBC Child Protection Policy
- Disciplinary Policy
- Charter of Human Rights
- UBC Privacy Policy

References

- Working with Children Act 2005
- Privacy Act 2005
- Charter of Human Rights
- <http://www.workingwithchildren.vic.gov.au/home/about+the+check/who+needs+a+check/exemptions/>

Policy Name: Working With Children & Police Check Policy

Responsible Director: State Secretary

Functional Area: Organisational

Date adopted: 24 June 2021

Review Date: 24 June 2023

Review History

Date	Review Details	Action
29/04/2021	Minor changes to align with procedures	Ratified

WORKING WITH CHILDREN & POLICE CHECK POLICY

I confirm I have read and understood the Working with Children and Police Check Policy

Staff Signature Date

Print Name