



Working with Children Policy

1) Key Principles and Objectives

The Victorian Government introduced a new checking system that will affect adults who work or volunteer with children (under 18 years of age). The Working With Children (WWC) Check helps to protect children from sexual or physical harm by checking a person's criminal history for serious sexual, serious violence or serious drug offences and findings from certain professional disciplinary bodies such as the Victorian Institute of Teaching.

(Reference: Working with Children Check Application Guide and Form, June 2006.)

The notes on the attached page have been prepared to assist new and existing committee, coaches and managers involved in Peninsula Strikers Junior Football Club to understand and fulfil the WWC Check requirement.

2) Implementation

Peninsula Strikers Junior Football Club requires all adult members involved regularly within the Club, aged 18 years and over to comply with the Victorian Act of Parliament and apply for this card no later than **30 June 2009**. Successful applicants for the WWC Check will receive an Assessment Notice showing the WWC Application Number and date of issue of the notice.

A photocopy of this Assessment Notice must be sent to the Secretary for recording of the number and date.

3) Failure to comply

If a member doesn't or will not complete or fails the WWC assessment, the member will be asked to leave the Club.

4) Behaviours and actions of Adults working with children

Members must ensure they do not place themselves in a compromising position. Refer to a separate document to provide a guide in this area - underdevelopment.

5) Summary

Working with Children assessments is a Club requirement as per the FFV policy, in the best interests of members, children and adults, and to protect all parties. The only exemptions are registered teachers and serving police officers, who must provide details to the secretary as per the FFV policy. All other adults, whom have regular contact, must complete the WWC assessment.



Information to complete the “Working with Children Check” Form

1. New adults being registered are to follow the existing requirement of the completed 41 Form, a copy of the driver's licence and a copy of the post Office WWC application receipt or, if already received, a copy of the Assessment Notice. New adults who have already obtained a WWC card with another organisation must also complete a Working with Children Check Notification of Change of Personal Details Form.

2 Committee, coaches and managers changing appointments are required to provide a photocopy of their WWC application receipt or Assessment Notice with the current branch paperwork.

3. The WWC check is free for volunteers such as committee, coaches and managers involved in the Club.

4 The Working with children check Application Guide and Form is available from most post offices. Completed applications are submitted to one of these authorised post offices. The process of lodgement can be expected to take about 10 minutes.

5. Although the WWC Application Guide refers to teachers, police officers and others as being exempt from the WWC Check requirements, however the Club still requires a record of their employment as such

6. It is important for applicants to carefully read the guide/instructions before completing the application form. In particular, one should note that the form must be completed in black ink and the form must not be signed before lodging - it must be witnessed at Australia post.

7. The application form must be accompanied by proof of identity documents from each of three categories. Check carefully; the requirements are more stringent than they might at first appear!

8. In addition, a recent colour passport size photograph must be submitted and must meet stringent requirements. If you haven't applied for a passport lately, you may be surprised by the detailed requirements and restrictions!

9. In Section 11, Details of Child-Related Work, of the application form, committee, coaches and managers should use Code 42 and X the volunteer category.

10. In Section 12, Details of Organisations, show:
Peninsula Strikers Junior Football Club
PO Box 553
Frankston Vic 3100

11. The last page of the application will be endorsed at the post office and handed back as the numbered receipt of the application.

Web site: www.justice.vic.gov.au/workingwithchildren

WWC Check information line: 1300 652 879