

Subject: <b>Working with Children Policy</b>	Policy No: 1 – Version 1
Covers: <b>All athletes, coaches, officials, volunteers and employees of athletics organisations in Tasmania</b>	Effective: July 2016
	Revised: N/A
	Review Date: July 2017

**Purpose:** To provide guidelines in order to promote a safe environment for all members of the Tasmanian athletics community. This policy provides Athletics Tasmania, its clubs, branches and associations with a guide to registration requirements for people wishing to work or volunteer with children in Tasmania. Working with Vulnerable People Registration aims to reduce the potential for sexual, physical, psychological, emotional harm or neglect of children in Tasmania.

**Scope:** This policy refers to all athletes, coaches, officials, volunteers and employees of athletics organisations within Tasmania and any activities sanctioned by Athletics Tasmania. It aims to ensure that the rights and wellbeing of children and vulnerable people are respected and upheld. It should be noted that a Working with Vulnerable People Registration is different from a National Police Check. A Working with Vulnerable People Registration is valid for 3 years and is compulsory for people working in certain child-related roles in Tasmania.

**Background:** All members have a right to feel safe and secure in our athletics community. This Working with Children Policy sets out guidelines that promote positive and safe relationships within the athletics community. These guidelines support appropriate behaviour to ensure that all interactions with children and adults are respectful and considerate.

**Policy:** The organisation is committed to the belief that all members have a right to participate in athletics activities that are conducted in an environment that is marked by safe and courteous interaction. We hold high expectations of member behaviour. Accordingly, we hold high expectations about the quality of interactions between all members of our community.

Club and association activity means a cultural, recreational, sporting or community activity or service provided primarily for children by a club, association, movement, society or other similar body.

Roles involved in athletics in Tasmania where contact with young people is likely and therefore where registration is required:

- Committee/Board Members (State, Branch and Club)
- Athletics Tasmania employees (State)
- Coaches (State, Branch and Club)
- State Team Managers (State)
- Assistant Managers involved in State Team Travel (State)
- Competition Officials (State, Branch and Club)
- Parents/Coaches involved in Training Camps (State)
- Field Crews (State, Branch and Club)
- Starters (State, Branch and Club)
- Marshalls (State, Branch and Club)
- Timekeepers (State, Branch and Club)
- Data Entry (State, Branch and Club)
- Track Referees (State, Branch and Club)
- Field Referees (State, Branch and Club)
- Venue managers (State, Branch and Club)
- Announcers (State, Branch and Club)

People who should NOT apply:

- Children under 16 years of age

Exemptions:

- When engaged by Athletics Tasmania for a fee, Ambulance Private employees are not required by law to hold a Working with Vulnerable People registration. They are classified as an emergency service, and are therefore not required to hold registration.

Athletics Tasmania will implement the following strategies to ensure compliance with the Tasmanian *Working with Vulnerable People Registration Act* and provide a safer and more enjoyable sporting environment for children:

- Appoint one or more Member Protection Information Officer(s). This person should be the first point of contact if a child, parent or other member of the athletics community becomes concerned about an incident.
- Ensure the Member Protection Information Officer(s) are appropriately trained and their details and role are well advertised within the athletics community. Education and training must be regularly updated and is available from the Department of Justice and the 'Play by the Rules' website <http://www.playbytherules.net.au/>
- Ensure alignment with relevant policies and procedures recommended by Athletics Australia, our national organisation.
- Ensure that the requirements of the Working with Vulnerable People Registration act are adhered to in the recruitment and selection practices for paid and voluntary positions. These practices will include job descriptions, interviews, checking references and, where appropriate, conducting police checks.
- Promote the policy and procedures to all members, particularly coaches, and make them easily accessible by uploading them to the Athletics Tasmania website. Association Clubs and Branches should also be encouraged to include this information on their individual websites.
- Ensure association Clubs and Branches meet the relevant state child protection legislative requirements by including the collection of members' Registration ID Numbers as part of the organisation's information gathering processes for each season.
- Develop and maintain a database of all members' Registration ID Numbers, kept by Athletics Tasmania.
- The State Team Manager (Yvette Edward – 2016) needs to ensure that Tasmanian teams travelling into states/territories with specific child protection legislation are aware of the requirements under the legislation.
- Respond to suspicion, allegations and complaints of child abuse. Where there is an incident of suspected child abuse, the Member Protection Information Officer should immediately make contact with the national organisation and/or the relevant authorities to seek advice.
- Ensure there is no harassment or victimisation of the child or the person who made the allegation on behalf of the child.
- Use accredited coaches and officials and check that their accreditation is current.
- Provide information to coaches and others working with children about how to recognise child abuse and give them directions on what to do if abuse is reported or suspected.
- Regularly advise members of education and training programs that increase awareness of child abuse – explore options with state agencies for conducting programs specific to our organisation.

Failure to abide by this Working with Children Policy will result in a sanction of one or more of the following:

- The offending adult may be directed to leave the athletics venue immediately.
- Contact may be made with appropriate authorities, such as the Police.
- The offending adult may be excluded from athletics venues or events.
- The offending adult may have their membership of athletics organisation(s) terminated.

## **Addendum 1**

### *Reviewing Registration*

To review a person's current registration status (including a list of the employer or volunteer bodies they have listed), their surname and application/registration number is required.

- Check the current details for Athletics Tasmania by selecting **View/Update Details**
- To add a new organisation, select **Add Employer**
- Once the details have been entered, registrants will receive notification that new organisation details have been added to their record.

It is important that Athletics Tasmania confirms their correct contact details are recorded against all people that require registration to work with vulnerable people within our organisation. Athletics Tasmania will be advised of any important change to a registration holder's status, providing the organisation's details are correctly recorded.

[www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)

## **Addendum 2**

### *Applying for a Working with Vulnerable People Registration*

Step 1: Complete the online application form at:

[www.justice.tas.gov.au/working\\_with\\_children/application](http://www.justice.tas.gov.au/working_with_children/application)

Ensure the details provided are exactly the same as the details on identity documents. Once the form has been submitted, print the application receipt or record the application number. The application fee can be paid online by credit card or delayed and paid at Service Tasmania.

Step 2: Present Proof of Identity and payment at Service Tasmania

Applicants must bring the following for their application to proceed:

- Application receipt of application number
- Proof of identity
- Payment (if payment has not already been made online)

For proof of identity requirements, see *Fact Sheet: 'Proof of Identity'* at:

[www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)

## **Addendum 3**

### *Fees*

Employment/Volunteer	\$107.10
Volunteer only	\$18.36
Change of class	\$88.74

## **Addendum 4**

### *Assessment for Registration*

An applicant's records will be assessed to see if they have any charges or convictions that indicate they pose a risk of harm to a child.

National criminal record information is routinely collected from sources in Australia (not overseas). This includes information about:

- Convictions for all criminal offences they may have
- All 'spent' convictions (convictions that do not need to be ordinarily declared)
- Any 'pending' charges (charges that have not yet been decided by a court)
- All 'non-conviction' charges (charges that have been finalised by a court but did not result in a conviction)

Information about the applicant's criminal record may also be obtained from authorised bodies in Tasmania and similar authorities in other states and territories, such as:

- The Police
- The Office of the Director of Public Prosecutions
- The Department of Corrective Services
- The Department of the Attorney General
- The Department of Health and Human Services
- Courts

### *Ongoing Monitoring*

If an applicant is successful in securing registration, the Registrar will continue to monitor an individual's record for relevant new records over the three year term of registration. Certain types of new records may trigger an additional Risk Assessment to be undertaken by the Registrar, who may subsequently determine that, based upon the new information available, a registration will be cancelled, suspended, or conditions issue. See *Fact Sheet: 'Risk Assessment Process'* on the Working with Children Registration website: [www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)

## **Addendum 5**

### *Refusals and Appeals*

When applying for Working with Vulnerable People Registration, there are only three outcomes:

- Registration to work with children (without conditions)
- Registration to work with children (with conditions)
- Refusal of application to work with children

If there are concerns with an application, the applicant will be informed in writing with reasons for the decision; this is called a 'Proposed Negative Notice'. The applicant will be invited to submit further information, which may affect the final decision. In the meantime, the applicant cannot work or volunteer in a child-related activity.

If an application is unsuccessful, the applicant will be informed in writing, with reasons for the decision. If the applicant is already in child-related work, the employer or organisation will be:

- Notified that the applicant has been refused a Working with Vulnerable People Registration
- Instructed to remove the applicant from child-related work.

The reasons for the refusal of the application will not be shared with the employer.

If a Working with Vulnerable People Registration is refused, it is a criminal offence to work in regulated child-related activities for five years (unless circumstances have changed that permit an earlier application). Serious penalties apply. If an applicant is already working with children, they must immediately remove themselves from this work.

An applicant who has been refused registration can request a review of the refusal, except if:

- They previously applied for Working with Vulnerable People Registration and were issued a Negative Notice
- Less than five years has passed since their Working with Vulnerable People Registration was cancelled.

This does not apply if there has been a change in any relevant information about the applicant.

An application for a review of the refusal of a registration must be lodged with the Magistrates Court (Administrative Appeals Division) within 28 days of having the application refused. Information can be found at:

[www.magistratescourt.tas.gov.au/divisions/administrative\\_appeals\\_division](http://www.magistratescourt.tas.gov.au/divisions/administrative_appeals_division)

## **Addendum 6**

### *Verifying Registration*

While successful applicants receive a Working with Vulnerable People Registration Card, the system of applying and verifying is online only. Only after applicants have completed both stages of the application process (at Service Tasmania) will there be an ability to track progress of the application online. Importantly, it is an offence for a person to commence in a regulated child-related activity unless they have completed both stages of the application process.

If someone with Working with Vulnerable People Registration commits a criminal offence, their Registration may be cancelled, and their details removed from the online system. It is then a criminal offence:

- For an individual to work in a child-related activity
- For an employer or volunteer body to engage an employee or volunteer for a child-related activity.

Organisations will be advised of any important change to the status of a registrant, but only where the organisation's details are correctly recorded against a card holder.

Organisations must not accept the Working with Vulnerable People Registration Card of any other paper 'evidence' as proof of registration. Organisations must use the Verify Registration Status (outlined in **Addendum 1**) to verify if someone holds registration.



**For more information contact**

Phone: 1300 135 513 (within Tasmania) (03) 6166 4600 (outside Tasmania)

Email: [workingwithchildren@justice.tas.gov.au](mailto:workingwithchildren@justice.tas.gov.au)

Mail: PO Box 56 Rosny Park TAS 7018

Web: [www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)