



SQUASH NSW CHILD SAFE SQUASH WORKING WITH CHILDREN CHECK PROCEDURE

Purpose

Child protection involves keeping children safe from abuse and protecting them from people who are unsuitable to work with children. More specifically, child protection involves protecting children from the risk of harm caused by sexual abuse or misconduct, physical abuse, emotional abuse or neglect.

In NSW all child related workers including employees, contractors and volunteers over the age of 18 working in child-related roles must apply for and provide to Squash NSW a Working with Children Check (“**WWCC**”) clearance.

Who Needs a Working With Children Check?

All child-related workers including directors of Squash NSW, employees, contractors and volunteers need to apply for and provide to Squash NSW a WWCC clearance. Parents volunteering for overnight stays are also required to apply for and provide to Squash NSW a WWCC clearance.

What is Child related work?

Under Part 2, section 6 a person in Squash NSW is engaged in child-related work for the purposes of this Act if the person is engaged in work that involves direct contact (namely physical or face to face contact) by the person with a child or children and that contact is a usual part of and more than incidental to the work, or the worker is engaged in work in a child-related role referred to in subsection (3) which includes work in a specific, child-related role or face-to-face contact with children in a child-related sector and includes clubs, associations, movements, societies or other bodies (including bodies of a cultural, recreational or sporting nature) providing programs or services for children.

Without limiting the meaning child related work in sport, it includes work as a Coach, Assistant Coach, Manager, Trainer, and any other position that involves direct contact (physical or face-to-face contact with children aged under 18 including Board members, the CEO, referees other sporting official.

The WWCC Requirements.

If you are starting in a new paid position or will be a new volunteer for the Association you will be required to apply for a WWCC before you start. All paid workers and volunteers in a child related position will be required to have a check.

To apply for the WWCC go to:

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

WWCC MUST BE VERIFIED BY SQUASH NSW BEFORE:

- **A BOARD MEMBER IS APPOINTED TO THE BOARD;**
- **A PAID EMPLOYEE COMMENCES WORK IN RESPECT OF CHILD SAFE WORK;
OR**
- **A VOLUNTEER UNDERTAKES ANY ROLE THAT INVOLVES CHILD RELATED WORK.**

It is the law to have a WWCC when working with children. The following steps must be undertaken.

1. A suitable candidate will be identified. Upon being identified the CEO will:
 - a. Request from the relevant person a WWCC clearance certificate as soon as the person's suitability for a role has been identified;
 - b. Will, once obtained, carry out a check of the WWCC to verify the check;
2. If a clearance is obtained the CEO will:
 - a. Print the clearance certificate and file it in the relevant WWCC file; and
 - b. Update the WWCC register.
3. If upon verification the result is a bar or interim bar the person will not be engaged in the child related role.
4. Advise the employee, board member, or volunteer that they can commence working for Squash NSW.

For further information on child protection visit the Guardian of the Children website
<https://www.kidsguardian.nsw.gov.au/>

Document Version History

Reference	Date approved	Date Last amended	Date of next review	Status
Draft_v1 7.7.2019	27.11.19	9.7.2019	Dec 2020	Endorsed by: CEO Approved by: Board