

WORKING WITH CHILDREN POLICY

1. POLICY STATEMENT

- 1.1 In accordance with Section 4 of the *Child Protections (Working with Children) Act 2012* (NSW), the safety, welfare and well-being of children and in particular, protecting them from child abuse, is the paramount consideration in Squash NSW Working with Children Policy (**the Policy**).
- 1.2 Squash NSW and its staff, contractors and sub committees acknowledge the significance of ensuring a safe environment for children and the importance of preventing people who pose a risk to the safety, welfare and well-being of children from being employed or engaged in child-related work.
- 1.3 It is important to Squash NSW and its staff, contractors and sub committees that proactive measures are put in place to ensure the safety of not only children involved with Squash NSW and its staff, contractors and committees but also its Members.

2. APPLICABILITY

- 2.1 This policy will take effect from **1 January 2015** and must be read in conjunction with the NSW *Child Protection (Working with Children) Regulation 2013*.
- 2.2 This policy applies to any person employed or engaged (or who are seeking to be employed or engaged) in either paid or unpaid work with Squash NSW or any of its established sub-committees in any "official capacity" including but not limited to the following positions:
 - a) President
 - b) Chief Executive Officer
 - c) Honorary Treasurer
 - d) Directors
 - e) Sub-Committee Members
 - f) Tour Manager/s
 - g) State Coach or Assistant Coach
 - h) State Manager/s

3. POLICY

- 3.1 Any person employed or engaged (or who are seeking to be employed or engaged) in either paid or unpaid work with Squash NSW or any of its established sub-committees in an official capacity including but not limited to the roles identified in the preceding paragraph **MUST** produce or be capable of producing upon request, a Working with Children Check Clearance Number.



- 3.2 If the status of a person's Working with Children Check is changed so that the person is no longer cleared, Squash NSW reserves its rights to immediately suspend all activities and/or duties of the person until that person attains a Working with Children Check Clearance.

4. ACKNOWLEDGMENTS & RESPONSIBILITIES

- 4.1 Squash NSW acknowledges that this policy is in addition to its legislative obligations and requirements but believes its establishment is necessary and should be regarded by all members of Squash NSW, staff, contractors and its sub-committees as a necessary level of expectation for all persons presently employed or engaged by Squash NSW or its sub-committees in an "official capacity" or who intend to be so employed or engaged.
- 4.2 The office of Squash NSW will be responsible for record management, including keeping relevant Work with Children Check documents for a minimum of five years after the employment or engagement of a person in an "official capacity" has been completed and for disposing of such records/documents in a secure manner.
- 4.3 The office of Squash NSW will also be responsible for regularly monitoring and reviewing the Working with Children Check status of each person employed or engaged in an "official capacity" and inform the Squash NSW Board of the change of the status of any person so employed or engaged immediately or as soon as practical.
- 4.4 Enquiries in relation to the Squash NSW Working with Children Policy should be made in writing to the office of Squash NSW.