



CHILD SAFE SQUASH FRAMEWORK WORKING WITH CHILDREN CHECK POLICY

1. Policy Statement

- 1.1 In accordance with Section 4 of the *Child Protection (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 employees, contractors, volunteers and 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 that its Members, staff, contractors, volunteers and committees adopt proactive measures to ensure the safety of all individuals and in particular children and young people who are involved with Squash NSW.

2. Applicability

- 2.1 This policy must be read in conjunction with the NSW *Child Protection (Working with Children) Regulation 2013*.
<https://www.legislation.nsw.gov.au/#/view/regulation/2013/156>
- 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 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) Committee Members
 - f) Tour Manager/s
 - g) State Coach or Assistant Coach
 - h) State Manager/s

- 2.3 Parents and other individuals over 18 years of age that volunteer for overnight stays are required to apply for and provide to Squash NSW a WWCC clearance.

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 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 current 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 will immediately suspend all activities and/or duties of the person until that person attains a Working with Children Check Clearance.
- 3.3 An individual must obtain a current Working with Children Check Clearance before that person undertakes or continues with any activity where they may come into contact with children. Where a person refuses, refusal will be grounds to exclude that person from the activity.

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, volunteers and its committees as a necessary level of expectation for all persons presently employed or engaged by Squash NSW or its 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 seven 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 CEO of Squash NSW will also be responsible for regularly and continuous monitoring and reviewing the Working with Children Check status of each person employed or engaged in an "official capacity" and immediately remove that person from any child-related role. The CEO will 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 The CEO of Squash NSW is responsible for ensuring Squash NSW has a process in place to track when the person's WWCC is expiring so they can notify that person to renew their WWCC prior to expiry. A person cannot be engaged in Child related work if their WWCC has expired.

4.5 Enquiries in relation to the Squash NSW Working with Children Policy should be made in writing to the office of Squash NSW.

Document Version History

Reference	Date approved	Date Last amended	Date of next review	Status
As amended from 2015	27.11.19	30.9.19	Dec 2020	Endorsed by: CEO Approved by: Board