



<b>Kingston Calisthenics College Working with Children Check (WWCC) Policy</b>		Approval Date:	August 2017
		Review Date:	August 2019
		Version No:	2
<b>President:</b>	Sign:	Name Sue Macaulay	

### **Purpose:**

The Working with Children's Check (WWCC) is a mandatory minimum background check of people who work or volunteer in child-related work. It applies to people who have regular direct contact with children.

The WWCC 'helps to protect children aged under 18 years from harm by preventing those who pose a risk to their safety from working with them'. This policy outlines roles where people are required to apply for a WWCC before commencing child-related work.

### **Legislation**

The Check is part of Victorian law. The Check was created by the *Working with Children Act 2005* ('the Act'). For more information go to:

<http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check>

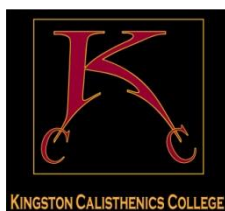
### **Scope:**

All members of the Kingston Calisthenics Community including, Coaches, Assistant Coaches, Team Managers, Parents (Guardians), and Social Members.

Under the Act, a person involved in Calisthenics is considered to be engaging in child related work and must apply for a WWCC if they:

- Work or volunteer in a role that brings them into contact with children (including oral, written or electronic communications) under 18; and
- Have contact with children under 18 and
- Do not qualify for one of the exemptions in the legislation.

At the commencement of each year all WWCC cards will be audited by a Committee Member of the Kingston Calisthenics College to ensure that they exist where necessary, and they are still valid (cards expire after 5 years).



## **Policy**

Kingston Calisthenics requires all members of the club over the age of 18 to hold a valid WWCC including:

- Coaches.
- Assistant Coaches and Cadets (over the age of 18).
- Team Managers.
- Costume Managers.
- All members of the Kingston Calisthenics Committee.
- Anyone who updates any of our social media pages, sends out electronic communication or speaks with our students.
- Any parent or guardian who attends the annual camp.
- Any parent (or guardian) who is required to enter a dressing room or be backstage at a competition, stage rehearsal or class must hold a valid WWCC.

Kingston Calisthenics College have taken this view in order to maximise the protection of children involved.

## **What is the difference between an 'employee' WWCC and a 'volunteer' WWCC?**

Employees and volunteers have the same obligations in regard to the WWCC. In recognition of the fact that volunteers do not work for profit or gain, there is no fee for a 'volunteer' WWCC application or replacement card.

If you move from a volunteer position to undertaking 'childrelated work' for profit or gain, you will need to apply for an 'employee' WWCC.

**Please note: A Volunteer WWCC CANNOT be used for employment purposes** however, an Employee WWCC can be used to volunteer.

## **Calisthenics Camp**

In order to attend the annual Kingston Calisthenics Camp as a chaperon, parents **must** have a valid WWCC.

## **Competitions & Dressing room Duty**

It is mandatory for all the following parties to have volunteer Working with Children Checks from 2017 at any CVI competition:

- Volunteers whom may be in the company of children in the absence of a parent even if they qualify for exemption under the Act.
- Any parent assisting in dressing rooms at all Victorian Competitions.
- Backstage Crew



### **Exemptions:**

Under the Legislation and recommendations from CVI Kingston Calisthenics College recognises the following exemptions:

- Persons aged under 18;
- Sworn Members of Victoria Police;
- Teachers registered with the Victorian Institute of Teaching (still required to sight the VIT registration and confirm online at [www.vit.vic.edu.au](http://www.vit.vic.edu.au)).

### **How to apply:**

Please go to:

<http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/apply+in+vic>

- Fill in the online application form and verify your identity.
- Check the email that will be sent to you with instructions on how to finalise your application at Australia Post.
- At Australia Post your photo will be taken at no charge to you.
- If you are applying for an Employee Check you will need to pay the application fee.