



# BALLINA SOCCER CLUB WORKING WITH CHILDREN CHECK POLICY



<b>Title</b>	<b>BALLINA SOCCER CLUB INCORPORATED</b>
<b>Introduction</b>	Our policy guides committee members, volunteers, coaches, parents and guardians on how to behave with children in our organisation, how to promote children's participation in our organisation and how to make it safer for them. It is applicable for all official and unofficial volunteers for the club.
<b>Legislation</b>	<p>Ballina Soccer Club requirements are:</p> <ul style="list-style-type: none"> <li>• Register with the Office of the Children's Guardian as a sporting/volunteer organisation</li> <li>• Identify who is required to obtain and provide a WWC number</li> <li>• Allocate the role of working with children officer</li> <li>• Notify identified volunteers that they need to provide details.</li> <li>• Abide by the record keeping requirements for WWC employee/volunteer details</li> <li>• Verification of WWC procedure in place to check currency of application</li> <li>• Mandatory reporting guidelines are in place and adopted by Ballina Soccer Club.</li> <li>• Maintain records for a period of 7 years for compliance with record keeping.</li> </ul>
<b>Child-related work</b>	<p>Those that do NOT need to get a Working With Children Check:</p> <ul style="list-style-type: none"> <li>• Persons under 18 years of age</li> <li>• Grounds persons</li> <li>• Guest presenters or speakers for a one-off presentation</li> <li>• Persons who work or volunteer with children visiting NSW from another State to attend an event where the work in NSW will be for no more than 30 days in a calendar year.</li> </ul> <p>Anyone NOT identified here DOES need to undertake a WWCC as directed by Football NSW WWCC Policy 2018</p>
<b>Nominated contact people</b>	<p>Mr Gary Bond Club President 0435 727 542</p> <p>Mrs Suzie Melchior Child safety Officer 0412334192 suziemelchior@bigpond.com</p>
<b>Record keeping</b>	WWCC are kept in electronic form by the Child safety officer and have a backup copy- kept current on a USB to enable information to be

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Review dates: Jan 2016, Feb 2017, Jan 2018, Feb 2018

	<p>transferred to future child safety officers.          Before 2015 records have been kept in paper/ hard copy these files with be kept with the current child safety officer and transferred on as required as the volunteer person/s undertaking this role changes. The child safety officer is required to keep the records current and also undertake the on line verification checks annually</p>
<b>Barred workers</b>	<p>If the person is identified as barred then the immediate action for the Child safety officer is to notify the club president. From here the person whom is barred will be advised and requested to no longer attend Ballina Soccer Club.          The police will also be notified of this finding and the process will be handed to them for actions to be taken. The Ballina Soccer Club will be directed by NSW police advice from there on in.</p>
<b>Other legislation and industry standards</b>	<p>Football NSW (Working with children Check) Policy 2018          Child Protection (Working with Children) Act 2012          Child Protection (Working with Children) Regulation 2013          Child Protection (Working with Children) Amendment (Miscellaneous) Regulation 2013</p>
<b>Communication and support for staff</b>	<ul style="list-style-type: none"> <li>• The Policy will be tabled at the next club AGM/meeting -Feb 2018</li> <li>• All coaches/ volunteers who need to comply with this process will have the policy emailed for their information.</li> <li>• On Muster/ sign up dates volunteers identified will be given verbal and hand-written advice re: seeking WWCC check</li> <li>• Policy to be placed on Club web page</li> </ul>
<b>Review date and timeline for amendments</b>	<p>Draft policy was reviewed after the committee has perused the content April 2015.          Formal policy was put in place by 1/5/2015 and tabled once again at the club meeting.          The policy should be included on the club web-page- Nov 2016          Review date should be annually in March /AGM ( the preceding year) and in preparation for coming season.          Further amendment to policy as per FNSW policy changes Jan 2018</p>

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