



Policy Name:  
**Working With Children Policy**  
Policy Authorisation and Date:  
**Association Committee 11<sup>th</sup> FEB 2013**

## **Working with Children Policy**

### **Purpose:**

To maintain an environment where children feel safe, and in which the parents and guardians have confidence that the safety of children is assured. In particular, the Working With Children Check is to help protect the children at Kensington Flemington Sports Club from physical and sexual harm.

### **Key Relevant Club Objectives:**

- To prevent adults who pose a risk to children from working as team officials or committee members, within the Kensington Flemington Junior Sports Club.
- To utilise a system that is recognised as standard of care within the State of Victoria.
- To maintain an up-to-date database of all adults involved at the Kensington Flemington Junior Sports Club, as team officials or Committee members.

### **Policy:**

- All adults who are members of the Kensington Flemington Junior Sports Club and are involved as team officials or Committee members must have a current Working With Children Check (or equivalent).
- All adults should be encouraged to apply for a Working With Children Check at the time their children register as members. This is to ensure they have a current valid check at the time of commencing their role as a team official or Committee member.
- Team officials, as defined by the relevant Clubs, must have a valid check before they commence their role.
- Adults who are Committee members only, must have a valid check completed within 8 weeks of commencing their role on Committee.
- A list of all such adults shall be maintained by the secretary of the relevant Sports Operation Committee. This list is updated monthly and forwarded to the secretary of the Association Committee.
- The secretary of the Association Committee shall keep an electronic record of adults Working With Children Check numbers and expiry dates. The secretary

shall report to the relevant Sports Operation Committee any adults who do not have valid checks registered with the Kensington Flemington Sports Club.

- A grace period of 8 weeks for current team officials and Committee Members without a current Working With Children Check shall be granted from the date of approval of this policy.

**Authority:**

- It is the responsibility of the relevant Sports Operation Committee to ensure that all team officials and Committee members are aware of and understand this policy.
- It is also the responsibility of the Sports Operation Committees to ensure that a database of all team officials and Committee members is updated, and that this information is passed onto the Secretary of the Association within 1 month.
- It is the responsibility of the Secretary of the Association to maintain a database of all adults involved as team officials and Committee members, and their relevant working With Children Check numbers and expiry dates.
- It is the responsibility of the Secretary of the Association to inform the relevant Sports Operation Committee of any adult who does not have a current valid Working With Children Certificate recorded with the Kensington Flemington Junior Sports Club.
- It is the responsibility of the relevant Sports Operation Committees to remove any adult from their role if they do not have a current Working With Children Check registered with the Secretary of the Association.

Reference: <http://www.justice.vic.gov.au/workingwithchildren/utility/home/>