

# PBPA Working with Children Policy

Policy on Children and the operations of the Pearl Beach Progress Association Inc.

Dated April 2021

## Introduction

This policy guides people working with the Pearl Beach Progress Association Inc. (the "Association") on the legal requirements when working with children.

The *Child Protection (Working with Children) Act 2012* (NSW) came into effect on 15 June 2013, with some recent updates made in the *Child Protection (Working with Children) Amendment (Statutory Review) Act 2018*. This legislation requires that all employees and volunteers over the age of 18 working in child-related roles hold a WWCC clearance.

If the Association conducts an activity with children under the age of 18 where any child does not have their parent or guardian present at all times then those working with the children must have a Working With Children Check (WWCC) and have that check verified by the Association's Child Safety Contact Person. In these circumstances the Association is considered to be an employer. To mitigate against inadvertently breaching this legislation the Association requires all those working on children's activities to have a WWCC.

## Support Child Participation

We support the active participation of children in the Association and respect their views. In planning any event that involves children, better ways for children to participate will be considered and in the review of events, the views of the children participating should be incorporated for forward planning.

## Support staff and volunteers

We promote respect, fairness and consideration for the people working with the Association. All new people working with the Association are to be made aware of this Policy.

## Recruitment

While the Association relies primarily on volunteers it is considered an employer. The organiser of any event which involves working with children should satisfy themselves that the person is able to carry out the role and that they have no concerns re the person's behaviour in relation to children. They must inform the volunteers of the need to have a WWCC and inform the Child Safety Contact Person. It is against the law to engage anyone in child-related work without a WWCC.

## Legal obligations

### Steps we have taken:

The Association is registered with the Office of the Children's Guardian. We have nominated a username and password so we can log into the system and verify workers. The Child Safety Contact Person is the only person with access to the system to ensure confidentiality. The Office of the Children's Guardian also has the President's contact details as a person who may be contacted if any issues re child safety should arise. When these two people are no longer in those positions the information will need to be changed with the Office of the Children's Guardian.

All those who nominated for the 2021 Kid's Club had a valid WWCC and they have been entered on the Association register kept by the Child Safety Contact Person.

## **Policy concerning reporting a possible breach**

If during an activity any person believes there is any behaviour involving children that is not appropriate then it should be reported to the convener/coordinator or directly to the Child Safety Contact Person. The convener will report to the Child Safety Contact Person  
The Child Safety Contact Person will inform the President and the NSW Office of the Children's Guardian and police will be informed

## **How to obtain a WWCC**

1. Apply online at the NSW Office of the Children's Guardian  
<https://www.kidsguardian.nsw.gov.au/>  
Ensure you provide all the exact details as you have on your photo proof of identity.
2. Once you receive notification of your WWCC clearance go to service NSW to verify your identity.
3. Give the Child Safety Contact Person the WWCC number and your date of birth.
4. The Child Safety Contact Person will verify the clearance and enter on the Association's register.

## **Renewal of WWCC**

The WWCC is valid for 5 years unless the person is removed by the NSW Office of the Children's Guardian. When the WWCC is nearing the due date for renewal the Child Safety Contact Person will be informed as well as the person requiring renewal. That person must take whatever steps are required or they will be removed from the Association register and will not be able to work on children's activities with the Association.

## **Record keeping**

The Child Safety Contact Person must keep records of employees who require a Check and when they were verified.

The record must include:

1. Full name
2. Date of birth
3. WWC number
4. Verification date
5. Verification outcome
6. Expiry date
7. Whether the worker is in paid or volunteer work.

## **Communication**

Each event involving children will include a briefing on information in this policy.

A copy of this policy is available on the Association website.

## **Review**

This policy will be reviewed every 2 years in light of changes in regulations, and comments and suggestions sought from members of the Association and children.

Adopted: 15 April 2021

Planned review: April 2023