



MEMBER PROTECTION

ATTACHMENT A – EMPLOYMENT SCREENING AND WORKING WITH CHILDREN CHECK REQUIREMENTS

**Adopted by NSW Netball Association Ltd Board Meeting and effective as
at 1 January 2017**

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TABLE OF CONTENTS

	<i>Page</i>
1. Introduction	3
2. Definitions	3
3. Attachment A1: Employment Screening Requirements	4
4. Attachment A2: Member Protection Declaration.....	5
5. Attachment A3: NSW Child Protection Legislation	6

1. INTRODUCTION

Netball NSW seeks to provide a child-safe environment. As part of this, Netball NSW and Affiliates will seek to recruit appropriate competent staff and volunteers who do not pose a risk to children. To this end, volunteers, independent contractors, employees and other workplace participants will be required to undertake employment screening and provide the NSW Working with Children (WWC) check.

Employment screening and WWC checks involves criminal history checks, signed declarations, referee checks and other appropriate checks that assess a person's suitability to work with children and young people.

Employment screening must be completed for all appointments to positions that involve direct, unsupervised contact with children as outlined in Attachment A1 – Employment Screening Requirements. In addition, all persons appointed to positions must sign Attachment A2 – Member Protection Declaration.

WWC check laws exist in all states and territories and appointment of personnel must comply with the relevant legislation as outlined in Attachment A3 – Working With Children Check Requirements.

Individuals travelling with children and young people to another State or Territory in a work-related capacity must comply with the screening requirements of that particular State or Territory.

2. DEFINITIONS

Affiliate means a Premier League Licensee, Association, or Club, howsoever described, whether incorporated, unincorporated or otherwise, which is a member of Netball NSW.

ATTACHMENT A1: EMPLOYMENT SCREENING REQUIREMENTS

This attachment explains the screening process for people who currently occupy or who apply for any work (paid or voluntary) in Netball NSW and/or Affiliates that involves direct and unsupervised contact with people under the age of 18 years. Netball NSW or Affiliates will seek to follow the below process where possible and relevant.

Screening under this policy is not a replacement for any other procedure required by law. All appointments must comply with the NSW Working With Children (WWC) legislation.

1. All positions where people work, coach or have unsupervised contact with children and young people under the age of 18 will be identified.
2. Before a person is offered such a position, they will be required to complete a Member Protection Declaration (MPD) (Attachment A2).
3. If a person is unable to provide a MPD, or if they cannot satisfactorily answer the questions in the MPD, they will not be appointed to the position.
4. Where possible, a person's referees (verbal or written) will be contacted to determine their suitability for the position.
5. Each person will be required to provide the state/territory relevant Working with Children Check. If a person does not agree to obtain a WWC check, they will not be appointed to the position.
6. The privacy of each person who undertakes the screening process will be protected and all information obtained will be kept strictly confidential.
7. All the information collected as part of the screening process (e.g. completed MPD forms, WWC check and referee reports) will be returned to the relevant person if he or she is not appointed to the position. Alternatively all records will be destroyed within 28 days of the date of the decision or the expiry of any appeal period unless, within that time, the person requests the documents to be returned to him or her.
8. The records of all people appointed to positions within the organisation will be kept on file in a secure location.

ATTACHMENT A2: MEMBER PROTECTION DECLARATION

Netball NSW and Affiliates have a duty of care to all those associated with netball. It is a requirement of the Member Protection Policy, that Netball NSW and Affiliates check the background of each person who works, coaches or has regular unsupervised contact (paid or voluntary) with people under the age of 18 years.

I _____ born ____ / ____ / ____ of
(Full Name) (DOB)

(Address, Suburb, Postcode)

Sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, acts of violence, intimidation or other forms of harassment.
4. I am not currently serving a sanction for an anti-doping rule violation under an Australian Sports Anti-Doping Authority (ASADA) approved anti-doping policy applicable to me.
5. I will not participate in, facilitate or encourage any practice prohibited by the World Anti-Doping Agency Code or any other ASADA approved anti-doping policy applicable to me.
6. To my knowledge there is no other matter that Netball NSW or Affiliates may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
7. I will notify the relevant body (Netball NSW and/or Affiliate) of the organisation(s) engaging me immediately upon becoming aware that any of the matters set out above has changed.

Declared in the State of New South Wales on ____ / ____ / ____ (date)

Signature _____

Persons signing this form must also show proof of ID.

(✓) Administrator to tick box when ID sighted.

If the person signing the declaration is under 18 years their parent/guardian must also complete the Consent below.

Parent/Guardian Consent (on behalf of a person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name: _____

Signature: _____

Date: _____

ATTACHMENT A3: NSW CHILD PROTECTION LEGISLATION

Working With Children (WWC) checks aim to create a child-safe environment and to protect children and young people involved in our sport from physical and sexual harm.

They assess the suitability of people to work with children and young people and can involve:

- Criminal history checks
- Signed declarations
- Referee checks, and
- Other relevant background checks to assess a person's suitability to work with children and young people.

There is no national legislation and child protection system. However each state and territory has child protection laws specifying responsibilities for both organisations and individuals who work or who have contact with children.

Volunteers, employees, independent contractors and other workplace participants must, if required to work with children, ensure that they comply with the requirements of NSW legislation and hold a current WWC check.

Detailed information, including the forms required to complete a WWC check, are available from the ***Commission for Children and Young People:***

Website: www.kids.nsw.gov.au

Phone: 02 9286 7276

Other state and territory agencies responsible for the WWC are as follows:

Australian Capital Territory – Working with Vulnerable People

Contact Office of Regulatory Services

Website: www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp

Phone: 02 6207 3000

Northern Territory – Working With Children Clearance Notice

Contact the Northern Territory Screening Authority

Website: www.workingwithchildren.nt.gov.au

Phone: 1800 SAFE NT (1800 723 368)

Queensland – Blue Card System

Contact the Public Safety Business Agency – Blue Card Services

Website: www.bluecard.qld.gov.au

Phone: 1800 113 611

South Australia – Child Related Employment Screening

Contact the Department for Education and Child Development

Website: www.families.sa.gov.au/pages/protecting_children/AssessCrimHist

Phone: 1800 088 158

Tasmania – Working With Children Registration

Contact the Department of Justice

Website: www.justice.tas.gov.au/working_with_children

Phone: 1300 13 55 13

Victoria – Working With Children Check

Contact the Department of Justice and Regulation

Website: www.workingwithchildren.vic.gov.au

Phone: 1300 652 879

Western Australia – Working With Children Check

Contact the Department for Child Protection

Website: www.checkwwc.wa.gov.au

Phone: 1800 883 979

Travelling to other States or Territories

It is important to remember that when travelling to other states or territories, representatives of sporting organisations must comply with the legislative requirements of that particular state or territory