

WORKING WITH CHILDREN CHECK Club & Association Guidelines

7 June 2010

The Working with Children Check (WWCC) is a mandatory background check of people who work or volunteer in child-related work. It applies to people who have regular direct contact with children where that contact is not directly supervised.

The WWCC is designed to help keep children safe. People who work or volunteer in connection with certain services, bodies, places or activities are required to apply for a WWCC.

These guidelines have been developed to a minimum standard for Clubs and Associations to adopt to ensure that the sport is doing everything possible to prevent child related offences and is compliant under the Working with Children Act 2005.

It is a criminal offence for a person to start or continue “child related work” in the sport of Baseball without having applied for a WWCC after 30th June 2010.

It is a criminal offence for an organisation to engage a person in “child related work” in the sport of Baseball without a WWCC after 30th June 2010.

Under the Working with Children Act, a person 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 under the age of 18; and
- Volunteer or do this work on a regular basis; and
- Have direct contact with children under the age of 18 which is not directly supervised; and
- Do not qualify for one of the exemptions in the legislation.

Baseball Victoria endorses the following exemptions from the legislation and it will recognise that Clubs and Associations shall not require the following individuals to apply for the WWCC (subject to appropriate proof being sighted and recorded)

- Persons under the age of 18.
- Sworn members of the police force (not under suspension)
- Teachers registered with the Victorian Institute of Teaching (VIT)

Each Club and Association must keep an updated record of all persons at their Club or Association with WWCC's. This record is to include the WWCC number and expiry date. It is also a requirement that all exempted persons details be recorded by the club.

Under the legislation, parents do not have to apply for a WWCC if their child is involved in the relevant activity. However Baseball Victoria does not endorse this exemption and it requires that all parents that meet the criteria set out above apply for and obtain a WWCC.

It is expected that all Clubs and Associations with junior teams will have the following people obtain a WWCC.

- Junior Coordinator
- Junior Team Coaches
- Senior Team Coaches - where juniors are playing in senior teams.
- Senior members of Clubs/Associations who are involved in regular contact with children. For example senior players that assist at training sessions that involve juniors.
- Committee Members
- Canteen Staff
- Scorers
- Umpires

A person can start or continue “child related work” once they have lodged a WWCC application. The application receipt is sufficient proof that an application has been made. This receipt must be recorded by the Club or Association.

Working with Children Check Negative Notice

Before the Department of Justice makes a final decision to refuse a WWCC the applicant will be given an opportunity to make a submission to the Department of Justice.

If an applicant does not pass the WWCC after the submission has been considered, and receives a negative notice the person cannot perform child related work. It is extremely important that Clubs and Associations maintain confidentiality and discretion when approaching this situation.

How to Apply for a Working with Children Check

1. Complete a WWCC application form. Do not sign the form as you will need to do so when you lodge your application. Application forms are available from participating Australia Post outlets or [request a form](#) from the Department of Justice.
2. Prepare your original identification documents.
3. Organise a passport-size photograph.
4. Take your completed application form, original identification documents and passport-size photograph to a participating Australia Post outlet. Applications for volunteers are free.

Lodging your application

At the Australia Post outlet, the attendant will photocopy your original identification documents. You need to sign the form and Application Receipt in front of the attendant.

The Application Receipt with a unique number will be given to you once it is signed and stamped. You need to keep the Application Receipt as evidence that you have submitted your application.

Interstate Applications

Applicants who are currently interstate and need to apply for a WWC Check before beginning work in Victoria must follow the interstate application process. Please refer to the 'Interstate Applicant Information Sheet' on the "Publications" page for further details.

Please note that applications **cannot** be lodged from outside Australia.

Employers and Organisations

If your organisation wishes to facilitate the applications of all relevant employees and volunteers, a bulk application process can be arranged through your local participating Australia Post outlet. Please phone 13 13 18 to speak to the manager of your local outlet.

Help completing application forms

Please contact the WWC Check Information Line if you need help lodging or completing your application. An Information Line Officer will be able to talk through your specific needs and circumstances and provide information about the assistance, support and options available to you for completing or lodging your application.

Contacts

Working with Children Check Unit

Department of Justice
GPO Box 1915
Melbourne VIC 3001

Information Line: 1300 652 879

Hours of operation are 8:30am - 5pm weekdays (excluding public holidays)

[Website](#)