Working With Children Check Procedure

1. Purpose

This procedure outlines the mandatory requirements for Working With Children Checks for individuals engaged or employed within Sunbury Basketball Association (SBA), and for individuals seeking to be employed or engaged in SBA services as an employee, volunteer, student, contractor or agency staff member.

1. Scope

This procedure applies to all SBA employees, volunteers, contractors, students on placement and agency employees.

1. Definitions

Any defined terms below are specific to this document.

**Agency Employees** – an individual engaged by SBA through an approved external provider. Applicant – An individual making an application for a Working With Children Check. Authorised Officer – An organisational representative.

**Authorised Officers** – General Manager (GM) Contractor – An individual engaged by SBA through an approved external provider.

**Employee** – An individual engaged by SBA on a paid basis.

**Volunteer** – An individual engaged by SBA on an unpaid basis.

1. Procedure

All individuals engaged or employed within SBA and for individuals seeking to be employed or engaged within SBA as an employee, volunteer, student, contractor or agency staff member must undergo a WWCC prior to commencing.

The General Manager is responsible for ensuring all persons hold a valid and current WWCC prior to commencing at SBA until such time as they leave SBA.

Commencing employees, volunteers, contractors, students, and agency employees – who do not hold a current Working with Children Check:

Refer to the following website for information on how to apply for a Working with Children Check: <https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply>

When completing the online application form the applicant must ensure SBA is added as an organisation to the applicant’s details. It should be noted that the Occupational Field should read “*Clubs and Associations Occupational Code 42”* and note the *Sunbury Basketball Association, 120 Wilsons Lane, Sunbury, Vic, 3429, Phone 03 9744 4762* when prompted.

The applicant will provide SBA with the receipt for their WWCC check and confirmation of lodgment (this must include the applicants name on the receipt).

The cost of the WWCC for employees will be reimbursed by SBA. The applicant will be required to complete a reimbursement form provided by SBA, and forward to the Finance Manager with the original receipt attached.

There is no charge to obtain a ‘Volunteer’ working with children check.

The applicant will receive an email confirmation from the Department of Justice advising whether they have passed the Working with Children Check or not. If they have passed, they should expect to receive their card in approximately 2 – 4 weeks.

On receipt of the WWCC card, the applicant is required to show the card to the SBA office staff who will take a photocopy of the card.

The Department of Justice will send a letter of confirmation to SBA that the applicant has been issued with a WWCC. SBA will record the information on the WWCC spreadsheet, scan a copy of the letter to the employees electronic file and file the letter on the relevant file.

**Commencing employees, volunteers, contractors, students, and agency employees – who do hold a current Working with Children Check:**

The applicant is required to present the card to the SBA office staff who will take a photocopy of the card and place on the relevant file.

The applicant will log on to the <https://service.vic.gov.au/find-services/work-and-volunteering/working-with-children-check/update-your-working-with-children-check-details> and add SBA as an organisation to their details. It should be noted that the Occupational Field should read “*Clubs and Associations Occupational Code 42”* and note the *Sunbury Basketball Association, 120 Wilsons Lane, Sunbury, Vic, 3429, Phone 03 9744 4762* when prompted.

Service Victoria will send a letter of confirmation to SBA that the applicant has added SBA as an organisation to their details. SBA will record the information on the WWCC spreadsheet, scan a copy of the letter to the employees electronic file and file the letter on the relevant file.