



West Coast Gymnasts Inc

WORKING WITH CHILDREN CHECK REQUIREMENTS & SCREENING PROCESS

Club Name: West Coast Gymnasts
Address: 1 /69 Truganina Road & 4/200 Camboon Road
CITY: MALAGA Postcode: 6090
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Position held: Club Operations Manager

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Next review: November 2022

LIST OF CHANGES TO POLICY

Year of Review	Changes Made	Reviewed By
2020	Updated Background	Jo Bassett Spiro Sanders Jamie Trunfio Kath Arendt Marie Greene Becky House Kathrine Hughes Jessica Edward Lubi Nikolovski
	Updated Recruitment Standards	

Employment Screening / Working with Children Check Requirements

Background

We are committed to providing a safe environment for children. As part of this, we will do everything we can to ensure we recruit Personnel and volunteers who do not pose a risk to children. These standards must be met anytime an Applicable Person is being recruited to work with children or provide a service where they will have unsupervised access to children.

Employment screening and Working with Children Checks can involve criminal history checks, signed declarations, referee checks and other appropriate checks that assess a person's suitability to work with children and young people.

Recruitment Standards

Recruitment procedures must ensure:

- a) Our child safety commitment is communicated to potential applicants for positions;
- b) Child safe duties are part of all GA position descriptions;
- c) Child safe-related questions are included in all interviews;
- d) A minimum of two professional reference checks are undertaken with child safe related questions asked;
- e) Screening checks are undertaken, including identity, criminal record, working with children checks and/or qualification checks; and
- f) West Coast Gymnasts will ensure that working with children checks and/or criminal history assessments are conducted for employees, contractors and volunteers working with children, where an assessment is required by law

Working with Children Check laws aim to prevent people who pose a risk from working with children as paid employees or volunteers.

Working with children check laws are currently in place in Western Australia. Gymnastics WA and affiliated clubs must meet the requirements of West Australia's Working with Children Check laws. These laws require individuals involved in areas such as sport and recreation to undertake a check to determine their suitability to work (in a paid or volunteer capacity) with children. Employment screening and working with children checks can involve criminal history checks, signed declarations, referee checks and other appropriate checks that assess a person's suitability to work with children.

Individuals travelling with children and young people to another state or territory in a work-related capacity must comply with the screening requirements of the state they are travelling to.

This procedure sets out the screening process for people who currently occupy or who apply for any work (paid or voluntary) in our association that involves;

- direct and indirect contact with people under the age of 18 years.
- individuals who are in a position with the financial areas of the association.
- individuals who partake on driving members to and from organised trips.

Screening under this policy is not a replacement for any other procedure required by law. If WA legislation sets an equivalent or higher standard of screening, the requirement to screen people under the process outlined below need not be followed.

Western Australian requirements

Under Gymnastics Western Australian Member Protection Policy, our club is required to:

1. Identify positions (paid and voluntary) that involve working with people under the age of 18 years.
2. Identify positions (paid and voluntary) that involve working with the associations financials.
3. Identify positions (paid and voluntary) that involving transporting of members on tours.
4. If a MPD is not provided, or it reveals that a person does not satisfactorily meet with one or more of the clauses in the MPD (e.g. has a relevant criminal conviction), West Coast Gymnasts Inc will:
 - provide an opportunity for the person to respond/provide an explanation, and
 - make an assessment as to whether the person may pose a risk to or be unsuitable to work at the Club.
5. If unsatisfied, then the Club will: in the case of an existing employee/volunteer, transfer the person to another role which does not require them to work directly and indirectly with:
 - people under the age of 18 years;
 - or working with the associations financials; and or
 - will be transporting members on Club trips.

If this is not possible, then the Club may end the appointment after seeking legal advice.

in the case of someone applying for the position/role, not appoint them.

6. Interview a person about his/her suitability for the role and his/her suitability for:
 - working with children for both paid and voluntary positions,
 - positions of working with financials: and or
 - transporting members.
7. Ask people applying for and people who currently occupy a position (paid and voluntary) that involves direct and indirect contact with people under the age of 18 years to obtain a Working with Children's Card.
8. Request a national police check from our relevant police jurisdiction for people applying for and people who currently occupy (paid and voluntary) for working with the associations financials and or will be transporting members on Club tours. If the WWC and police check indicates a relevant offence or the WWC is declined, the Club will:
 - provide an opportunity for the person to respond/provide an explanation, and
 - make an assessment as to whether the person may pose a risk to or be unsuitable to work at West Coast Gymnasts.

If unsatisfied, then the Club will:

- in the case of an existing employee/volunteer, transfer the person to another role which does not require them to work with the following;
 - directly and indirectly with persons under the age of 18,

- within the area with financials
- transporting members.
- If this is not possible, then the Club will end the appointment after seeking legal advice.
- In the case of someone applying for the position/role, not appoint them.

If the person does not agree to a WWC or a national police check after explaining why it is a requirement, the Club shall make an assessment as to whether the person may pose a risk to or be unsuitable to work for the Club. If unsatisfied, West Coast Gymnasts will:

- in the case of an existing employee/volunteer, transfer the person to another role which does not require them to work with the following;
 - directly and indirectly with persons under the age of 18,
 - within the area with financials
 - transporting members

If this is not possible, then the Club will end the appointment after seeking legal advice.

- In the case of someone applying for the position/role, not appoint them.
9. Decide whether to offer the person the position or retain the person in the position, taking into account the result of the WWC or national police check and any other information West Coast Gymnasts has available. Where it is not practical to complete the checks prior to employment commencing, the Club must still complete the check as soon as possible. The Club will advise the person that their ongoing employment is conditional upon the satisfactory outcome of the check.
 10. Where a national police check is obtained under this member protection policy, another organisation which is also required to screen may obtain a copy of the national police check provided that the consent of the relevant person is obtained and the national police check was performed in the immediately preceding two years.
 11. Protect the privacy of any person who is checked and the confidentiality of any information obtained through the checking process. Information collected during screening (such as a completed MPD form, police records and referee reports) will be returned to the relevant person if that person is not appointed to/will not remain in the position, or otherwise be destroyed with the consent of the person concerned.
 12. The Club will carry out regular validity screening checks during an employee's service to ensure that no changes to the clearance are missed.