



<b>Working With Children Check Policy</b>		Approval Date:	11/06/21
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MelAm Diving Club Incorporated

**Working With Children Check Policy**

**Policy #:** MA-1106

**Version:** 1

**Issue Date:** 11/06/2021

**Who is required to obtain a Working with Children Check (WWC Check):**

Any person 18 years and over, in a voluntary or salaried position, who works with person's under 18 years of age in any capacity, including participation in club activities, is required to have a valid Working with Children Check registered to MelAm Diving Club Incorporated (**MelAm**).

The Department of Justice WWC Check website defines the requirement as Child related work as contact with a child that is “direct” and part of the person’s duties. Direct contact includes oral, written or electronic communications as well as face to face”. (viewed January 18<sup>th</sup>, 2021 [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)). MelAm falls within the occupational field defined as “Sporting, recreation or cultural clubs, associations or movements”.

The following matrix illustrates the nature whereby members 18 years and over require a WWC Check:

<b>Category</b>	<b>WWC Check Required by MelAm</b>
Coaches (Accredited and Trainee)	YES
Athletes (all those aged 18 years and over)	YES
Volunteers (includes: Committee Members, Judges, Recording Staff, training camp volunteers, club social event volunteers.	YES
Active <sup>1</sup> Life Member	YES
Non-Active Life Member	NO
Non-Active Parent	NO
Non-Active Spouse / Partner	NO

**In what circumstances does MelAm recommend that a Non-Active Member, Parent, Spouse and/or Life Member require a WWC Check?**

<sup>1</sup> Active: MelAm defines “Active” to mean any club member aged 18 years of over, who may come into direct contact with Children under the age of 18, through involvement in: club and squad training classes, competitions, club social functions and training camps

MelAm recommends all Non-Active Members and Life Members that come in to regular “Direct Contact” with children at their MelAM Diving activities, programs and events are required to have a WWC check.

**Clarification regarding persons exempted under the Act – Police Officers and VIT registered teachers:**

The Working with Children Act 2005 provides for exemptions to Police Officers and VIT registered teachers. MelAm requires these members to have a WWC Check – despite their exemption under the Act.

Without undertaking a WWC Check referenced to MelAm, there is no link between your profession as a teacher or Department of Justice employee and any volunteer organisation in which you participate. If any member in their substantive capacity of a teacher or Police Officer was to be charged with breach of any laws relevant to this check (e.g. sexual misconduct), MelAm would not otherwise be informed of such charges. This therefore ensures that MelAm will provide a higher level of risk minimisation for our junior members.

**When must a WWC Check be obtained:**

New (Prospective) Members:

Upon registering interest to begin training or volunteering with MelAm, a prospective member will be required to apply for a Volunteer Check<sup>2</sup>. **This must be completed, and proof of application submitted to the MelAm Committee prior to commencement of any activities with MelAm.** A prospective member will be allowed to commence activities with MelAm once proof of Volunteer Check application has been received on a probationary basis, provided all other necessary registrations have been paid to Diving Victoria.

Upon receipt of the Volunteer Check from the relevant Victorian Government body, the prospective member is required to provide the WWC Check card number and expiration date by photographic copy to the MelAm Committee.

**Failure of a prospective member to be granted a Volunteer Check:**

Should the prospective member’s Volunteer Check not be granted by the relevant Victorian Government body, that prospective member shall immediately cease all activities with MelAm. The MelAm Committee shall make reasonable effort to assist the prospective member locating another diving club or direct the prospective member to contact Diving Victoria for further assistance.

Existing Members:

All existing financial MelAm members aged 18 years or over, who do not hold a current WWC Check, must:

1. Apply for a Volunteer Check before April 1<sup>st</sup>, 2021
2. Submit proof of application to the MelAm Committee by April 8<sup>th</sup>, 2021.

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<sup>2</sup> <https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply>

3. Upon receipt of an approved Volunteer Check, submit the WWC Check card number and expiration date by photographic copy to the MelAm Committee.

**Failure of an existing member to be granted a Volunteer Check:**

Should the existing member's Volunteer Check not be granted by the relevant Victorian Government body, that existing member shall immediately cease all activities with MelAm and notify the MelAm Committee of the WWC Check application result. The MelAm Committee shall make reasonable effort to assist the exiting member locating another diving club or direct the existing member to contact Diving Victoria for further assistance.