**BENDIGO ACADEMY OF SPORT**

**WORKING WITH CHILDREN**

# PURPOSE/ OBJECTIVES

To ensure that all staff and volunteers involved in child-related work as part of their duties and roles with the Bendigo Academy of Sport comply with the *Working with Children Act 2005* (the Act).

**POLICY STATEMENT**

The Bendigo Academy of Sport requires all volunteers to hold a current

* Working with Children Check [WWC]

Or

* Victorian Institute of Teaching registration [VIT]

A copy of either must be provided to the Bendigo Academy of Sport - Executive Officer.

The following Members of the Bendigo Academy of Sport must hold a valid positive assessment notice prior to the commencement of their role:

* Coaches / assistant coaches
* Managers
* Board Members
* Volunteers

**Working with Children Checks:**

The Victorian Department of Justice administers Working with Children (WWC) checks and issues Assessment Notices following the WWC Check.

An Assessment Notice will remain valid for a period of five years.

A person holding a valid positive Assessment Notice must notify the Department of Justice and the Executive Officer – Bendigo Academy of Sport in writing within the 7 days of a relevant change of circumstances as required in the Act.

Assessment Notices received from the Department of Justice are subject to the Privacy Principles in the *Information Privacy Act 2000.* They may be accessed only by staff whose primary purpose is administration of the activities of staff involved in child-related work.

**Victorian Institute of Teaching registration**

Employees in the field of education must hold a current VIT registration and as part of that registration they hold a current Federal Police check.

The Bendigo Academy of Sport will maintain a confidential current WWC database of all BAS personnel.

**RESPONSIBILITY FOR IMPLEMENTATION**

Executive Officer

**RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE**

Executive Officer

**APPROVAL BODY**

Bendigo Academy of Sport Board

**DEFINITIONS**

**Assessment Notice:** Working with Children Check assessment.

**Child:** A person under 18 years of age.

**Child-related work:** Work that usually involves or is likely to involve regular, direct contact with a child connection with any of the 20 child-related occupational fields set out in the Working with Children Act 2005

**RELATED LEGISLATION**

Working with Children Act 2005 (and associated legislation)

**RELATED POLICY AND OTHER DOCUMENTS**

Department of Justice Working with Children Website

<http://www.workingwithchildren.vic.gov.au/>

**People who are exempt:**

* People under the age of 18 years
* Parents who volunteer in activities that their child normally participates in
* People 'closely related' to each child they have contact with in their activity
* 18 or 19-year-old students volunteering in activities organised by their educational institution
* Visiting workers who do not usually live in Victoria, and do child-related work in Victoria for a period of up to 30 days and do not do any other child-related work in Victoria in the same calendar year.
* Visiting workers who do not usually live in Victoria and hold an equivalent interstate WWC Check and do child-related work in Victoria for a period of up to 30 days in the same calendar year.
* Victorian, or Federal police officers who have not been suspended or dismissed
* Teachers currently registered with the Victorian Institute of Teaching.

***This policy was ratified by the Board of the Bendigo Academy of Sport in Feb 2017***

***Review Date: 2021***