



Working with Children Checks at Ashy Basketball Club

In Victoria, it is the Working with Children Act 2005 which seeks to protect children from sexual or physical harm by ensuring people who work with or care for them have their suitability to do so checked.

The Victorian Department of Justice is responsible for the administration of and overseeing the Working with Children Act 2005. They have created an excellent website with all the information required by clubs to fulfil their responsibilities under the Act. The Working with Children website can be accessed by clicking the following link:

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

This following information should be treated as a guide only. Your club should contact Department of Justice or seek advice specific to the needs of your club when considering its obligations under the Working with Children Act 2005.

When do local sports clubs need to comply with the Working with Children Act 2005?

Sports clubs and its volunteers are required to comply with the Act where “Club activities usually involve, or are likely to involve, regular direct contact with a child in connection to a service, body, place or activity in circumstances where that contact is not directly supervised by another person.”

This is particularly relevant for “Clubs, associations and movements that provide services or conduct activities for, or directed at, children or whose membership is mainly comprised of children.”

Who must obtain a Working with Children check?

If you are intending to undertake child related activities and you do not qualify for an exemption, you must undergo a Working with Children check.

Position of Basketball Victoria (Feb 2015)

Basketball Victoria will not recognise these exemptions and will require those parents or close relatives to have Working With Children Checks

The Act requires all persons working with children to have the check if they have or are likely to have individual and unsupervised contact with children. This will include coaches, team managers and drivers and will also include referees and referee coaches.

http://www.basketballvictoria.com.au/fileadmin/user_upload/PDF_ADMIN/BV_WWC_advice_updated_23Feb2015.pdf

How to apply for a Working with Children check

A detailed procedure on how to apply for a Working with Children check can be accessed by clicking: <http://www.workingwithchildren.vic.gov.au/home/applications/>

In summary the process is:

1. Complete the online form at <https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>
2. What you will need to fill in the online application form.

To complete the form you must have:

- an email address, so we can contact you about your application
- the address of every place you have lived in the last 5 years in Australia
- the name, postal address and phone number in Australia for each organisation you will be doing paid or volunteer **child-related work** for:

Name:	Ashy Basketball Club
Postal Address:	PO Box 74, Ashburton VIC 3147
Telephone:	0458 234 737 (Club President)

- a printer that will print a legible copy of the Application summary.
3. After filling in the online form, finalise your application at a [participating Australia Post retail outlet](#), by presenting your Application summary, proof of identity documents and a passport quality photo. Volunteer WWC Check applications are free of charge and do not require payment.
 4. Take the form, 100 points of identification, and a passport-sized photo to an Australian Post outlet where they will witness your signature and accept your application if all required information is provided
 5. Ensure you keep your application receipt.
 6. The club will receive notification of your WWCC if you use the club postal address.

Notifying of changes of circumstances

Working with Children assessments are valid for five years.

If a volunteer changes the club which they are engaged in child related work or activities or engages with children at additional clubs or organisations, then the volunteer must notify the Department of Justice within 21 days of the change.

Volunteers must also notify the Department of Justice if any of the following changes:

- Volunteer's address or contact telephone number
- The club's address or contact details

You can change your details online by at the Department of Justice website by clicking the link: <http://www.workingwithchildren.vic.gov.au/home/cardholders/update+your+details/>

Our Club must keep a register of volunteer Working With Children Checks

For their protection, clubs must site and keep a register of all volunteers who work with children and either their Working with Children Card details or Reason for Exemption from requiring a Working with Children check.