
NCFNC Working With Children Policy

Persons this document applies to:

- All volunteers
- All staff

Related documents:

- Working with Children Checks
- NCFNC Codes of Behaviour Policy and Procedure
- NCFNC WWC checklist
- NCFNC WWC register

Overview:

The purpose of this document is to articulate NCFNC's policy and procedure in relation to working with children legislation.

Policy:

NCFNC will ensure all volunteers/staff obtain a necessary WWC (under Victorian Legislation), and the club will keep a record of each volunteer's status.

A copy of current legislation shall be kept in:

- In main clubrooms office

Procedure:

At commencement of each sporting season the club shall supply all necessary volunteers/staff with NCFNC WWC Checklist to complete:

- Netball
 - To Netball Team Leader (or nominee)
- Football
 - Junior Football Coordinator (or nominee)
 - Senior Football Coordinator (or nominee)

If a person requires a Working With Children Check they must complete the necessary application within 21 days:

- Forms available via Australia Post
- Submission on-line via Working With Children Check Website

A record shall be kept of all volunteers/staff clearances in relation to WWC:

- Netball
 - In Netball Office
 - Copy in main clubrooms office
- Football
 - In main clubrooms office

Failure to complete a Working With Children Check at the request of the club shall result in:

- Immediate termination of Club Membership
- Immediate termination of any volunteer or remunerated position within the club
- Refusal of Club Membership

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References:

- Department of Justice Working With Children Checks
 - Play By the Rules – Working with Children Checks
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Endorsed: NCFNC Committee January 2014

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