



## Member Screening procedure



## Screening Procedure: Little Athletics WA

Version	Date	Modification
1.0	15/06/2017	Developed
1.1	18/10/2017	Review in accordance with WA Sports Federation and WWC screening unit

### Policy and Procedure Review

LAWA is committed to continually reviewing the Member Screening Procedure to ensure the documented processes complies with current legislative requirements.

[Little Athletics Australia National Child Protection](#)

<http://www.littleathletics.com.au/Portals/25/LAA%20National%20Child%20Protection%20Policy%20-%20December%202016.pdf>

### Confidentiality

It is important that confidentiality is maintained and as such any information obtained during prescribed screening processes must not be provided to any person not authorised to access such information. Centres and Clubs are advised to collect and hold relevant personal information in accordance with the Centres relevant privacy policy, or code of conduct.

To continually ensure compliance, LAWA, at any given time, can request viewing of these confidential documents for auditing purposes.

### Obligations

LAWA and LA Centres and Clubs are obligated to comply with the Working with Children (WWC) Act.

[Working with Children Act](#)

<https://workingwithchildren.wa.gov.au/index>

All information and legislation is correct at time of compilation (October 2017) please check specific websites for up to date information.

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# SCREENING PROCEDURE

## Little Athletics WA

### Introduction

Little Athletics WA prioritises the safety of all young people within its Association. Providing such a procedure means that LAWA is taking positive steps to empower YOU, the Members, to be part of this process.

Little Athletics WA (LAWA) Screening Procedure provides a clear structure that LAWA suggest all Centres and Clubs follow when seeking volunteers, employing, engaging or seeking to appoint a person/s in a role of responsibility including the care of members under the age of 18.

When a Centre or Club engages adults, either paid or unpaid to engage with their Little Athletics program, Centres should provide the person seeking that position with information regarding the process for screening, the specific roles and responsibilities and the relevant code of conduct regarding that position.

[LAWA Member Protection policy](#)

<http://www.walittleathletics.com.au/Portals/49/Resources/2016%20LAWA%20Member%20Protection%20Policy.pdf>

Where an applicant refuses to sign the consent form for a criminal history check, it is suggested that the appointing body **WILL NOT** proceed with their application or appointment.

Additional links and support resources can be found throughout this document.

### What check/s should employers and organisations require?

Where a person is engaged in **child-related work** they must obtain a **WWC Check**. There are however many instances where a person will require more than one check. For example, where a person works with money as well as children, they may require two checks – a WWC Check and a National Police Certificate as their employer or organisation will want to know if they have any convictions for theft or fraud, and only the National Police Certificate will provide this information. Directors / Committee Members whose usual duties do not involve contact with Children, these may be positions where money or property is involved, or a responsibility for taking charge of facilities, keys or assets, such as equipment or kit.

Also there are many roles involving contact with children that do not meet the definition of 'child-related work'. Employers and organisations should consider obtaining a National Police Certificate or Volunteer National Police Certificate where a person is not in child-related work or is exempt from obtaining a WWC Check ( Parent volunteer exemption),to assess any potential risks.

## Stages of the Screening Process: table 1

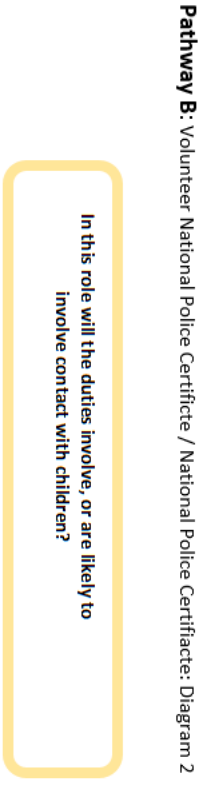
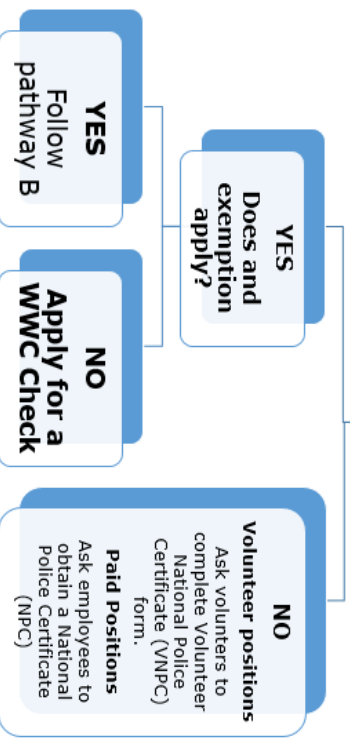
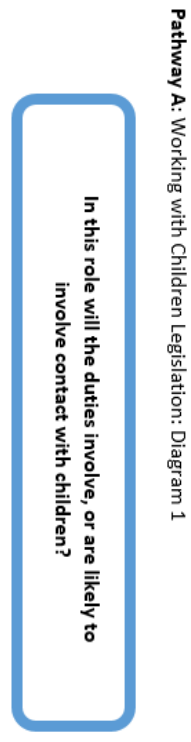
Step	Action
<b>Recruitment and Selection</b>	<ul style="list-style-type: none"> <li>• Outline clear position description</li> <li>• Outline clear selection criteria's so that people with appropriate skills / attributes are applying for the position / volunteer vacancy</li> <li>• Clearly advertise the Centres commitment to member protection.</li> <li>• Conduct face to face interviews (informal), ask them why they want to be involved, gain back ground information.</li> <li>• Check credentials to make sure person has appropriate skill set or qualifications</li> <li>• Keep a record of the process and the successful applicants.</li> </ul>
<b>Reference Checks</b>	<p>Request to call/ make contact with two referees from the persons most recent employer or previous sporting club, or anyone that can give a character reference. When asking questions, ask if the person is appropriate to work with children.</p>
<b>Criminal Records Check</b>	<p>Identify and list all positions in your organisation that require criminal records checks. See examples in table 2&amp;3. Ensure appropriate checks are conducted (see diagram 1&amp;2 to clarify)</p> <ul style="list-style-type: none"> <li>• Working with Children Check: see diagram 3 and p7 to outline application process</li> <li>• National Police Check: page 8 &amp; 9 Diagram 4</li> <li>• Volunteer National police certificate: page 8 &amp; 10</li> </ul> <p>Add a summary of criminal records results to record keeping spreadsheet. It is an offence to take a photocopy of document unless permission is granted. If an offence is listed, record a summary of the type/class of offence. Keep confidential: WWC Record keeping templates can be found at:</p> <p><a href="https://workingwithchildren.wa.gov.au/resources/publications/fact-sheets-booklets/resources-for-employers-and-organisations">https://workingwithchildren.wa.gov.au/resources/publications/fact-sheets-booklets/resources-for-employers-and-organisations</a></p>
<b>Respond to a person with a criminal record check /feedback of broader concern</b>	<p>Centres / Clubs should adopt the process outlined in Table 4 p11 when responding to a person who has one or more of the following:</p> <ul style="list-style-type: none"> <li>• A reference check that raises a concern</li> <li>• An interview process that doesn't seem appropriate</li> <li>• Has a criminal record that would make them unsuitable for the role?</li> <li>• Has a WWC interim Negative Notice or Negative Notice</li> <li>• Has had a concern been raised about them, such as inappropriate behaviour</li> </ul> <p>See example process attached Table 4 p11</p>
<b>Appointment and induction</b>	<p>Once above steps have been complete, decide upon the person suitability for the role, and inform them of the outcome.</p> <p>Provide an induction to successful candidates which may include</p> <ul style="list-style-type: none"> <li>• Site and key member familiarisation</li> <li>• First aid policy</li> <li>• Member protection / child protection policy</li> <li>• Sign code of conduct</li> <li>• Lone working procedure</li> </ul> <p>Documents available from Centre Secretary.</p>
<b>Ongoing support / training and supervision</b>	<p>Ensure another suitable qualified adult present for first few sessions / shifts. Limit lone working in first month, or while working on receipt of WWC card. Offer training or highlight where additional training and resources can be found. Coaching and Centre Resources can be found at <a href="#">Little Athletics WA</a> Information and resources regarding the Working with Children Check can be found at <a href="#">WWC Check</a></p> <p>Encourage feedback and communication between members, mentors and children.</p>

**There are a number of differences between a Working with Children (WWC) Check and a Volunteer / National Police Certificate, (V/NPC) including:**

A WWC Check includes a National Police History Check, but differs from a National Police Certificate because it involves **ongoing collection and assessment of information**. A WWC Check is **regularly updated** during the three years a person holds a WWC Card and if they have a change in their criminal record, it can be re-assessed and their eligibility to continue to hold a WWC Card reviewed.

A WWC Check is valid for three years unless cancelled sooner, during which time it can be used to work in any category of **child-related work** and type of employment including paid and unpaid or voluntary work. Unlike the National Police Certificate, which is **only current on the day it is issued**.

A WWC Check accesses more criminal record information than a National Police Certificate, including juvenile records, spent convictions and charges that did not result in conviction. A National Police Certificate discloses a person's convictions and any pending charges.



## What Screening Checks are needed?

Information on how to apply for a WWC Check is shown on page 6 onwards. For more information please visit the WWC Website: <https://workingwithchildren.wa.gov.au/>

Information on how to apply for a V/NPC is shown on pages 8-10

For further information on National Police Certificates, please visit the Western Australia Police website NPC page: <https://www.police.wa.gov.au/Police-Direct/National-Police-Certificates>

For further information on Volunteer National Police Certificates, please visit the Western Australia Police Website VNPC page: <https://www.police.wa.gov.au/Police-Direct/National-Police-Certificates/Volunteer-National-Police-Certificates>

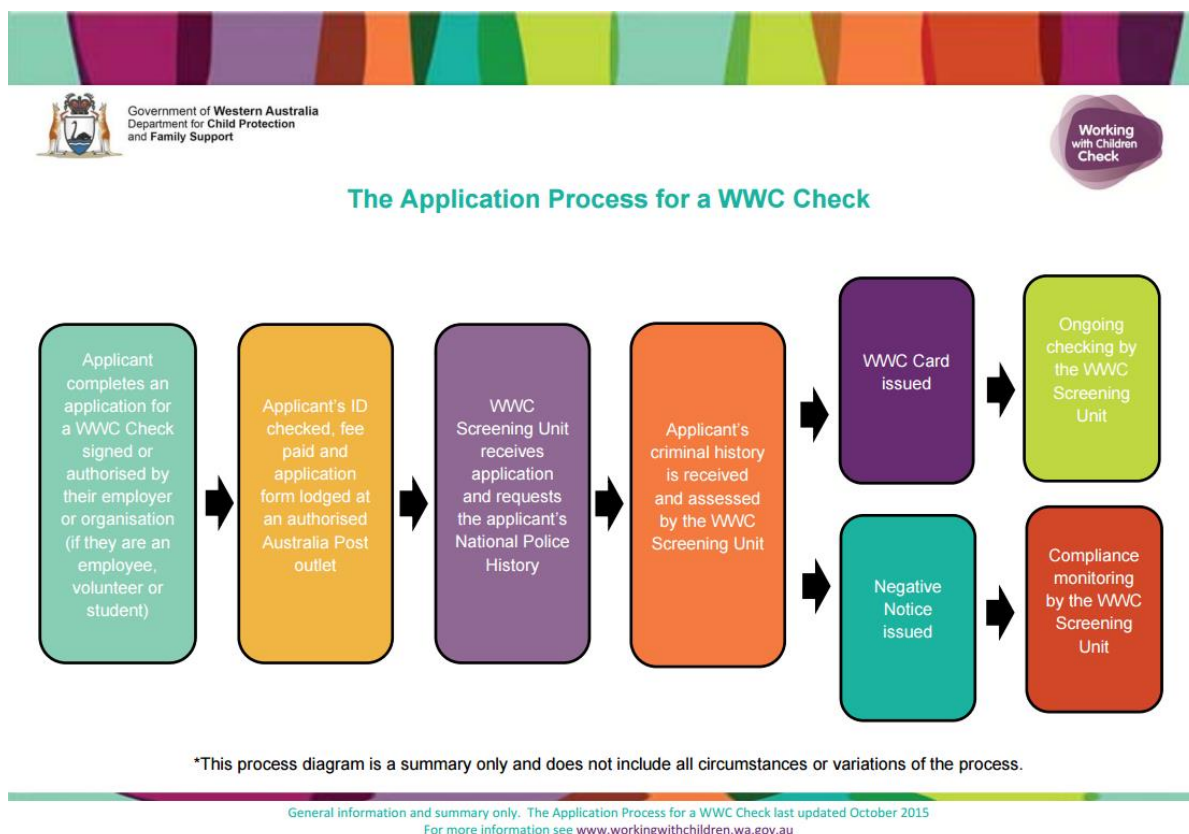
## What positions in your organisation might require a Working with Children Card?

There are several roles within Little Athletics Centres and Clubs that engage in child related work, here are some that require a WWC Check, please note that in this list are examples of some of the positions within your organisation, and by no means exhaustive of all positions that require a WWC check.

Table 2

Coach	Team Manager
First Aid Officer	Officials / Technical Officers
Member Protection Information officer	Canteen Staff
Bus Driver	Kit / Equipment Officer
Competitions Manager	Grounds Person
Committee / Board Members	Other

Diagram 3





## How to apply for a Working with Children Card (WWC) Check

1. Obtain an application for a WWC check from an Australia Post outlet.
2. The Applicant completes the form (Part 1-4).
3. The organisation (Club or group) representative must complete part 5 and 6 of the form, and then sign the employer, volunteer organisation or education provider declaration (part 7), certifying that the applicant is about to start or currently engages in child related work.
4. The applicant lodges their application form in person at an authorised Australia Post outlet together with:
  - Correct combination of documents to meet the 100-point proof of identity (information on specific documents can be found on the application form), and
  - The required fee. \$83 for paid employees, \$11 for volunteers and unpaid people.
  - Photograph will be taken upon application.
5. Applicant shows the organisation (Centre or Club) their application receipt as proof of pending application.
  - Receipt allows person to start work in child related work, however ensure other screening process have been carried out prior to commencement.
  - If a person has a conviction for a class 1 offence committed when an adult, or have a current Interim Negative Notice, or Negative Notice, they must not start or continue child related work.

### What if I already have a Working with Children Card?

If a member of your club already has a WWC it is important that the card is registered online at the WWC Website. This allows organisations to check that the person holds a valid WWC, and will be made aware if the status of that WWC changes. In addition to this, should a person with a WWC card change clubs, the new club can easily check if that card is valid.

For more information on how to complete a Working with Children card check, and how to register a Working With Children card please see the resources on the working with Children website, [Completing a WWC application form.](#)

<https://workingwithchildren.wa.gov.au/docs/default-source/default-document-library/completing-the-working-with-children-check-application-form-instructions-for-employers.pdf>

## WWC Negative Notice / Interim Negative Notice

Response procedure for someone with criminal records check concern, negative concern raised or Negative Notice / Interim Negative Notice Issued.

Table 4

1. If person in question has received a Negative Notice (or Interim Negative Notice), or a criminal record check that has flagged an action / behaviour then inform LAWA immediately.
2. <b>Remove the person immediately from situation, and inform CEO of Little Athletics WA:</b> ceo@walittleathletics.com.au
3. Confidentiality explain why they have been removed.
4. Document all actions
5. If a concern has been raised informally regarding a behaviour, document allegations and obtain accounts both parties. Ensure if person is not removed from position, that they have another member of staff / adult over the age of 18 that has obtained clear records check to work with them until and outcome has been reached.
6. Offer support and guidance to anyone that has been involved in alleged behaviour.
7. Upon review of alleged behaviour refer to steps 1-4

## What positions in your organisation might require a National Police Certificate (NPC), or Volunteer National Police Certificate (VNPC)?

There are a number of roles within Little Athletics Centres and Clubs that do not engage in child related work or may require additional checks to that of a WWC alone. Here are some that require a V/NPC, please note that in this list are examples of some of the positions within your organisation, and by no means exhaustive of all positions that require a V/NPC.

Table 3

Committee / Board Members	Admin officer*
Treasurer	Grounds Person that only opens and closes*
Canteen staff (back room) *	Handy man / maintenance officer*
Cleaner*	Other*

\*Where position may not engage with children, or may require V/NPC for additional screening purposes for such as security or care of equipment.

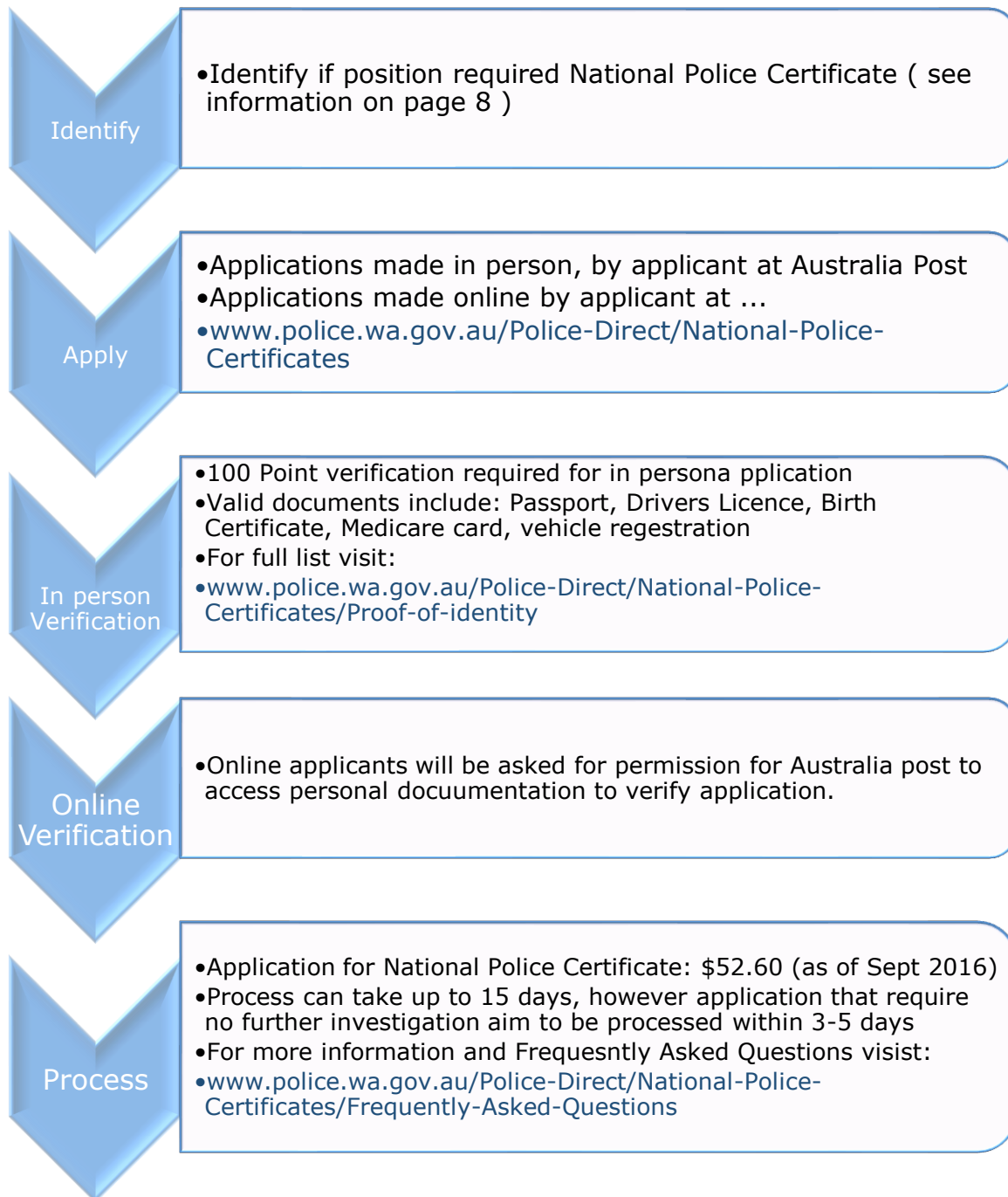
<https://www.police.wa.gov.au/Police-Direct/National-Police-Certificates/Volunteer-National-Police-Certificates/Volunteer-NPC-FAQs#q1>

## How to apply for a National Police Certificate (NPC)

For individuals that do not require a WWC check but are Working /Employed in other duties within your organisation (Under 15 yrs. will require parental consent to apply)

A National Police Certificate, (NPC) lists an individual's criminal and WA traffic court outcomes and pending charges that are deemed disclosable at the time of application.

Diagram 4



## How to apply for a **Volunteer National Police Certificate (VNPC)**

For individuals that do not require a WWC check but are Volunteering in other duties within your organisation (Under 15 yrs. will require parental consent to apply.)

For more information and frequently asked questions, please visit

<https://www.police.wa.gov.au/Police-Direct/National-Police-Certificates/Volunteer-National-Police-Certificates/Volunteer-NPC-FAQs>

Applications for a VNPC can only be made by eligible volunteers through a registered volunteer organisation. **LAWA is a registered organisation.**

Eligible volunteers:

- Receive no payment for work (except out of pocket expenses); and
- Perform volunteer work which provides a community service and not as part of obligated work placement (e.g. student placement, work experience, "Work for the Dole")

To apply for a Volunteer National Police Certificate, download the application form that can be found in the centre resources section of the Little Athletics WA Website.

<http://walittleathletics.com.au/Resources/Centre-Resources>

LAWA Organisation number is: **00432**

Fill in the form, and return it to Little Athletics WA in person or via post, along with photocopies of proof of identify Photo identification. In addition to this include payment for the application of \$14.90 (correct as October 2016), made payable to Little Athletics WA. LAWA will then submit the application on your behalf.

Centres and Clubs can verify identification of individual, and sign to say original documents have been sighted, then submit documentation and payment to LAWA.

List of ID documents can be found at:

<https://www.police.wa.gov.au/Police-Direct/National-Police-Certificates/Volunteer-National-Police-Certificates/Volunteer-NPC-FAQs>

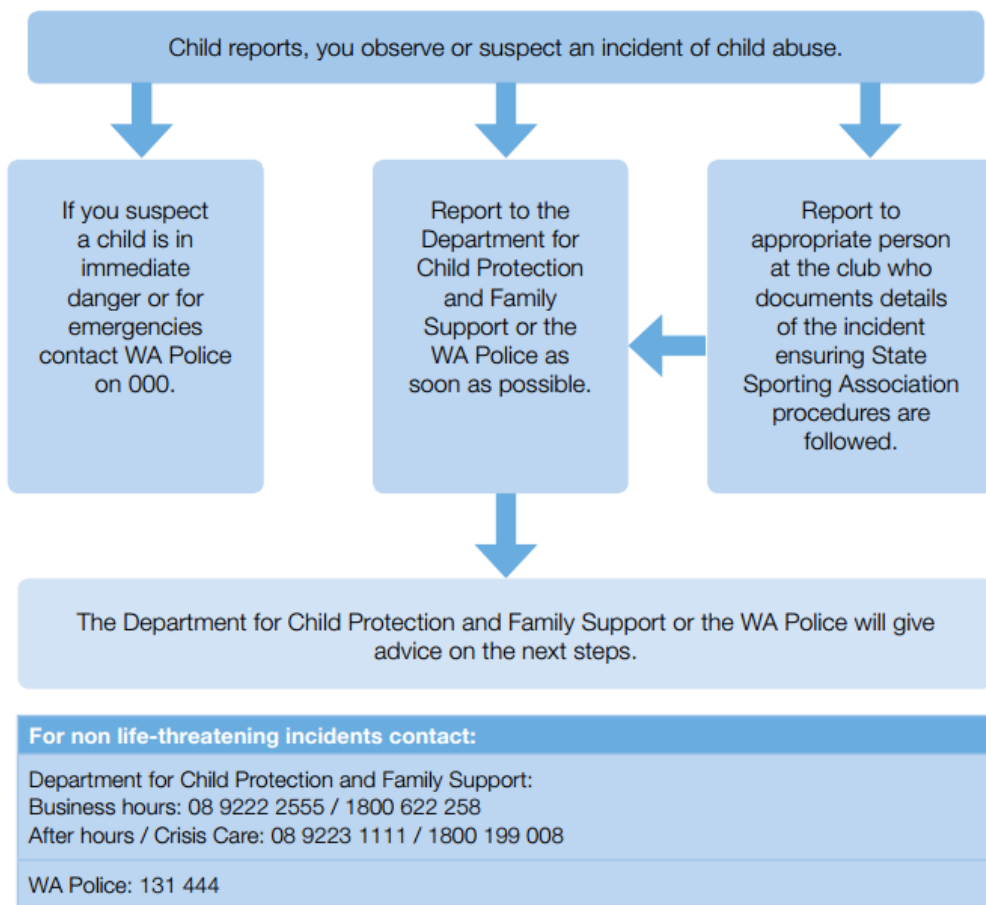
**Summary:**

Whilst screening is an actual step in preventing inappropriate or abusive behaviour and actions towards children and young people, this does not always mean that such behaviour does not occur outside the parameters of Centre, Club and Community Sport. By having a procedure in place that encourages screening, in a positive welcoming environment, we are supporting the wider process within the communities in which we reside. If you have any concerns regarding a suspicion of abuse, please follow the steps on the diagram below.

Diagram 6

## How to report a disclosure or suspicion of abuse

The diagram below provides some guidelines about reporting:



EXAMPLE POSITION DESCRIPTION AND DETAILS FORM

Name:			
Date of Birth:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Mobile:			
Address:			
Suburb:		Postcode:	

Position applying for:	
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**ID & Qualification checks**

- Working with Children Check  
 Yes       No       Exemption
- Volunteer National Police Certificate  
 Yes       No
- National Police Certificate  
 Yes       No
- Do you hold any Coaching, Training or first aid certificates?  
 Yes       No
- If yes please outline below:

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**Check sheet of Stages of Screening process as seen in table 1 p3 (Tick when complete)**

Step in process	Tick when complete
Recruitment and Selection	
Reference Checks	
Criminal Records Check	
Respond to person with a criminal record or received feedback of broader concern	
Appointment and induction	
Ongoing support and supervision	

**Examples questions for potential applicants**

- 1. Do you understand the duties involved with the position you have applied/nominated for?  
 Yes     No
  
- 2. The position will involve supervision of minors, are you fully aware of our policy and procedures related to this?  
 Yes     No
  
- 3. Have you ever been convicted or currently involved with any legal proceedings relating to any child/minor related offences? Or do you have a criminal record, or have you ever been charged with a class 1 or class 2 offence?  
 Yes     No

If yes please list below

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- 4. Why are you applying for this position?

.....  
.....  
.....

For more information on reference / screening questions visit the [Safe Clubs 4 Kids Website](http://www.dsr.wa.gov.au/support-and-advice/safety-and-integrity-in-sport/sportsafe/safe-clubs-4-kids).  
<http://www.dsr.wa.gov.au/support-and-advice/safety-and-integrity-in-sport/sportsafe/safe-clubs-4-kids>