

WORKING WITH CHILDREN

RECOMMENDED SCREENING PROCEDURE

DanceSport West Australia (DSWA) is committed to a fair and safe environment for all DanceSport members and participants. In so doing, DSWA works and co-operates with the West Australian Department of Sport & Recreation (DSR) and other state government agencies to bring about that safe environment. DSR have asked us to publicize - within our industry - a 'Recommended Screening Procedure' that is designed to assist clubs, studios, promoters and others to meet their legal obligations.

This Recommended Screening Procedure provides a structure for all clubs, studios, promoters and societies to use as a guide when employing or seeking to appoint a person(s) in a role that is responsible for the care of its members and others.

The 'Recommended Screening Procedure' contains some key features, such as –

That when clubs, studios, promoters and societies seek nominations or expression of interest for appointment, they should provide the applicant with information regarding the process for screening and the specific criteria for the position.

Where an applicant refuses to sign the consent form for a criminal history check, the appointing club, studio, promoter or society is recommended to NOT proceed with their application or appointment.

It is the responsibility of all clubs, studios, promoters and societies to keep up to date WWC records of all volunteers, officials, employees, coaches, assistants and adjudicators.

It is critical that confidentiality is maintained and as such any information obtained during prescribed screening processes must not be provided to any person not authorized to access such information.

All participants in the dance industry who 'employ' individuals - clubs, studios, promoters, societies and others - are obliged to comply with the Working with Children (Criminal Record Checking) Act 2004 ("WWC Act") and as such MUST keep and maintain accurate records of all individuals with a current Working with Children Check (WWCC) and periodically check the validity of a WWCC for both new and existing employees. A person involved in a role that has responsibility for the care of children under the age of 18 years MUST follow the screening procedures. It is the responsibility of all persons to notify their respective club, studio or society if their circumstances change

For further information and understanding we recommend that you refer to the WA government's

'Working With Children' web site at -

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

The following pages set out the 'Recommended Screening Procedure' for use by employers. It is commended for your attention as a guide to the process involved. If you have any questions regarding your obligations or responsibilities under the WWC Act, you should seek independent legal advice.

Provision of Screening Checks

Under the WWC Act, people who engage in certain paid or unpaid work with children must obtain a Working with Children Check.

Examples of positions that may require a Working with Children Check (but not limited to):

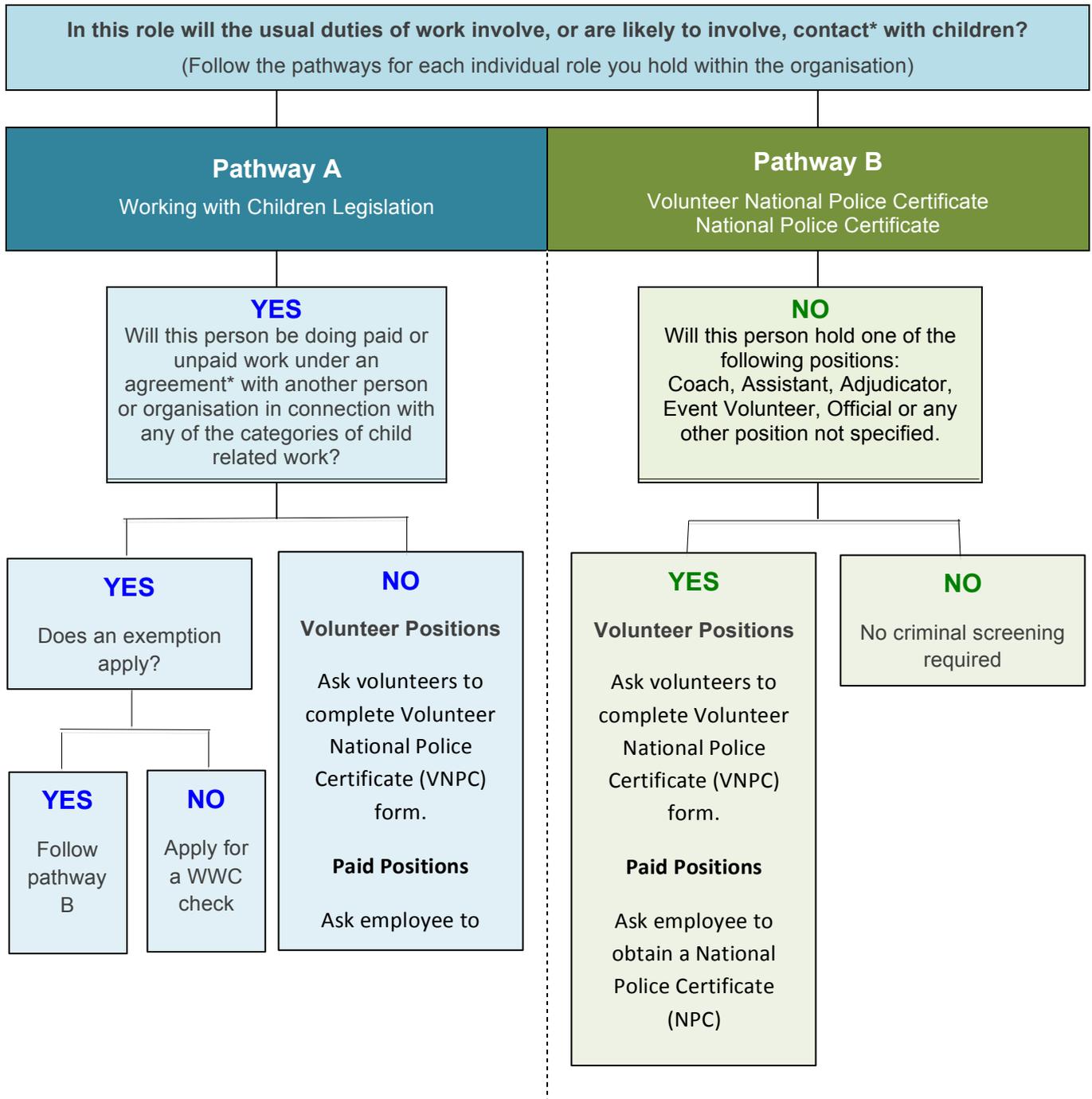
- Coaches
- Class Assistants
- Administration Personnel
- Adjudicators
- Event Volunteers
 - Door person
 - Kitchen Attendants
- Officials
 - DanceScore
 - Scrutineer
 - Invigilator
 - Photographer(s)
 - Compere(s)
 - DJ
 - Numbers Steward
 - Committee Members

National Volunteer Police Certificate & National Police Certificate

It is recommended that a club, studio, promoter's organisation or society that employs individuals that do not have interaction with children should consider background checks through the National Volunteer Police Certificate and/or National Police Certificate pathway.

The diagram on the following page shows the Criminal Record Check pathway.

Criminal Record Checks



Contact – Contact is defined as any form of physical contact, oral communication, whether face-to-face, by telephone or otherwise or electronic communication. However it does not include contact in the normal course of duties between an employer and an employee or between employees of the same employer.

Agreement – An agreement, written or unwritten, by a person with another person, or organisation, to engage in child related work either for payment or on a voluntary basis.

Working with Children Check

The Working With Children Check aims to increase the safety of children in our community by helping to prevent people who have a criminal history that indicates they may harm children.

- Application forms are available at authorised Australia Post outlets throughout the State or you can request application forms by contacting the WWC Screening Unit.
- An Authorised Representative from your club, studio or society must sign the WWC Check form.
- Show 100 points of identification and lodge the WWC Check form at an Australia Post outlet (on receipt certain applicants may engage in child-related work)
- Checks cost \$11.00 for volunteers and \$83.00 for employees.
- WWC Check renewals are now available online via the WWC website www.workingwithchildren.wa.gov.au

Volunteer National Police Certificate

The National Volunteer Police Check (NVPC) is designed to assist clubs, studios, societies and promoters adequately screen volunteers in working positions of financial trust or involved in driving or other special duties that provide services to vulnerable people.

www.police.wa.gov.au/Police-Direct/National-Police-Certificates/Volunteer-National-Police-Certificates

- Obtain and complete a VNPC form
- Proof of identification is required
- Cost is \$14.80
- Takes approximately 15 days for the organisation to receive the VNPC
- The certificate is the property of the volunteer

National Police Certificate

The 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.

www.police.wa.gov.au

- Complete and lodge a NPC application at an Australia post outlet or online
- Show 100 points of identification
- Cost is \$61.80
- Takes approximately 15 days to process.

Get the Right People

Screening is vital for keeping children and members safe. Ensuring you are getting the right people will encourage a safe and positive experience for all.

DSWA recommends the following considerations:

1. *Recruitment and Selection*

- Outline clear selection criteria
- Clearly state the organisation's commitment to member protection and child safeguarding
- Conduct face-to-face (formal or informal) interviews
- Do a credential check

2. *Reference Checks*

- Request and call at least two referees from the person's most recent club or employer.

3. *Criminal Record Checks (refer Page 4)*

- Identify if the position requires a criminal reference check
- Ensure that the appropriate criminal record checks are conducted
- Volunteer National Police Certificate
- National Police Certificate
- Add all criminal record results to your record keeping spreadsheet.
- Ensure spreadsheet is kept in a secure and confidential location.

4. *Working with Children Check*

- Validate the persons current WWC Card and register they are now associated with your organisation.

5. *Respond*

- Ensure your organisation has a procedure in place to follow when responding to an applicant who
 - i. Has a reference check that raises concerns
 - ii. Has an interview response that doesn't seem appropriate
 - iii. Has a criminal record that makes them unsuitable for the position applied for
 - iv. Has a WWC Interim Negative Notice or Negative Notice issued which prohibits them from all child-related work as defined in the WWC legislation
 - v. Has had a concern raised about them, such as inappropriate behaviour.
- If a club, studio, promoter or society become aware of a DanceSport member being issued with a WWC Interim Negative Notice or Negative Notice, the DSWA Board should be immediately notified.

6. *Appointment and Induction*

- When the applicant has been deemed suitable for the position, he/she should be notified and an induction should be provided.

7. *Provide Ongoing Support, Training and Supervision*

- Talk to everyone about expectations and offer ongoing support and supervision to help keep track of a person's attitude, actions and practices and their ability to effectively perform their role.
- Effective support and supervision will assist volunteers to enjoy their role and is likely to expose any behaviours of concern, which need to be addressed.