



**Karting New South Wales Inc.
State Policy
WORKING WITH CHILDREN POLICY**

Aim

Karting New South Wales is committed to creating an environment that is safe for all members including Children. As part of this commitment, and in compliance with Federal and State government regulations, Karting NSW requires all persons involved in child related activities to complete a Working With Children Check (WWCC). This policy will provide information to assist staff, managers, clubs and officials to understand their obligations to obtain a WWCC, the records that Karting NSW will keep, and the steps that will be taken in the event of identifying a barred person.

This policy will be effective from the 1st March 2017.

Legislation

Child Protection (Working with Children) Regulation 2013

<http://www.legislation.nsw.gov.au/inforce/8dfc7213-b8a8-eb5e-cd03-bc106883e742/2013-156.pdf>

<http://www.legislation.nsw.gov.au/~view/regulation/2013/156/full>

The WWCC is administered by the Office of Children's Guardian (OCG).

<http://www.kidsguardian.nsw.gov.au/>

Child related roles.

Any staff member or volunteer in direct face to face contact with children must have a WWCC. And Any other role that put a person in ongoing direct face to face contact with a child should have the WWCC.

Child Safe Practices

Child safe policies and practices are the best way to reduce potential environmental risks and keep children safer in our organisation. Karting NSW encourages all clubs to use a range of responses to manage the potential risks in their individual environments, including meeting their Working With Children Check (WWCC) legal obligations.

While a WWCC can be an important tool in an organisation's approach to being 'child safe', they cannot identify people who have not previously been caught or are yet to offend. As such, although an important part of being a child safe organisation, practices such as reviewing risks, appointing Member Protection Information Officers (MPIO), good communication and training, and managing allegations, are equally important.

Please see Karting NSW Member Protection Policy.



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Nominated people

The two nominated people within Karting NSW who will be contacted by the Office of Children's Guardian (OCG) if a person becomes barred:

MPIO - Peter O'Neill

MPIO/Office Administration - Donna Foster.

Working with Children's Check Procedures

The people who must complete this check for Karting NSW are:

1. Anyone who has a Junior Development role.
2. Anyone who is a Club Licencing Officer who may be in a one on one situation with a person under 18.
3. All Officials.
4. All Staff.

The next step will be obtaining clearances for all other Officials and the Technical team. Member clubs are to request their volunteers to obtain a working with children clearance. In the future all new Officials will be required to obtain the WWCC.

Once the person has provided the WWCC number (or an interim APP number) to Karting NSW, they can become involved with the role that requires contact with children.

Note that for volunteers, there is no cost in obtaining a WWCC number.

In this case, the person can provide their APP number that was issued at the end of filling out the online application for a WWCC number. Note that this APP number will only be valid once the person has visited a Roads and Maritime Services (or Service NSW office) for verification of their Identification. Once the person subsequently receives their WWCC number, they must also provide this to Donna Foster at Karting NSW, (info@kartingnsw.com.au) along with their DOB.

How to obtain a WWCC.

Apply online for WWCC, receive APP number

Attend Roads and Maritime Services NSW to provide proof of identity

Receive WWCC number

Please click on the link below to apply for your working with children check.

<http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>



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Record Keeping

All WWCC records will be kept by Karting NSW. For every registration of a WWCC number (or APP number), the following information will be recorded:

- Full name
- Date of Birth
- WWCC Number (or APP number as applicable)
- Verification Date
- Verification Outcome (Status)
- Expiry Date
- Paid / Volunteer
- Cleared/Barred

These records will be made available to the Office of Childrens Guardian for the purpose of audit, on request.

Outcome of WWCC verification

When the APP Number or WWCC number is registered by Karting NSW, the online system will confirm the registration, and provide a Status according to the following table.

Status	Meaning
Application in progress	A Working With Children Check application is being processed and the applicant may work with children. If the applicant becomes barred, the Office of the Children’s Guardian will contact the person applying for the WWCC and any organisations who have completed the online verification to advise of what to do next
Cleared	This applicant has a Working With Children Check clearance that is valid until the listed expiry date.
Barred	The applicant has been barred from working with children and it is an offence to engage this person in child-related work or child-related roles
Interim barred	The applicant has been barred from working with children during the course of a risk assessment. It is an offence to engage this person in child related work or child related roles.
Not found	The database cannot find a matching Working With Children Check for any one of these reasons: The data entered for verification (name, date of birth and Working With Children Check number or application number) has errors; The person’s application has been withdrawn or terminated without an outcome; The person has not completed an application for a Working



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	With Children Check (filled in the online form, presented proof of identity and paid any applicable fee). The person has filled in the online form, but not yet presented proof of identity and paid any applicable fee. It is an offence to engage this person in child related work or child related roles.
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Change in Status

In some cases, there may be a significant delay in processing an application while previous records are investigated. In this case, the Status may change to “Interim barred”, and the person will immediately be removed from any child related work or child related roles. Following investigation by OCG, the Status may revert to “Cleared”.

Once issued, the WWCC is valid for five years and during this time, cleared applicants will be subject to ongoing monitoring.

If at any time before expiry, if the Status changes to “Barred” or “interim barred”, Karting NSW will be notified using information supplied during the online verification process. See the Section below “Barred Person” for the steps that will be followed in this scenario.

Exemptions to WWCC

There are specified exemptions from the WWCC. People covered by these exemptions are not required to have a WWCC. The exemptions which are most relevant to Karting NSW include:

- Children (under the age of 18)
- Volunteering by a parent or close relative with a team, program or other activity in which the child usually participates or is a team member. Note that the parent is not exempt if their child is involved in a different team or group.
- Worker (or volunteer), who works in a one-off event for a period of no more than five days in a year, with minimal contact with children or is supervised when children are present.
- Interstate resident (with or without an interstate WWCC) at a one-off event for up to 30 days, providing that the event is the only child related work in a year.
- All Officials from the ACT come under the NSW Policy and must complete the NSW Working with Children Check.
- Organising committees where there is no contact with children
- Spectators

Karting NSW has adopted the guidance from the OCG with regard to Exemptions to WWCC: persons that are not required to have a WWCC should not obtain and submit a WWCC.



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Barred persons

In the event that Karting NSW is made aware that a staff member or volunteer is barred from working with children, the following procedure will be followed :

- A barred person will receive formal notice from the Office of the Children's Guardian. They will be informed of their obligation to remove themselves from all child-related work and that it is an offence to continue working in child-related work.
- Karting NSW will notify the barred person that they may not continue with any child related work, whether they are paid or un-paid; supervised or unsupervised.
- Karting NSW will notify the Club involved that the barred person should not continue with any child related work, whether they are paid or un-paid; supervised or unsupervised.

Karting NSW will then have the option to

- Dismiss the barred person, or remove them from any further involvement with Karting NSW activities; or
- Suspend them from child-related work pending the outcome of an appeal; or
- Transfer them to a non child-related role within the sport (although Karting NSW are under no legal obligation to find an alternative position or role for a barred person)

Policy Review

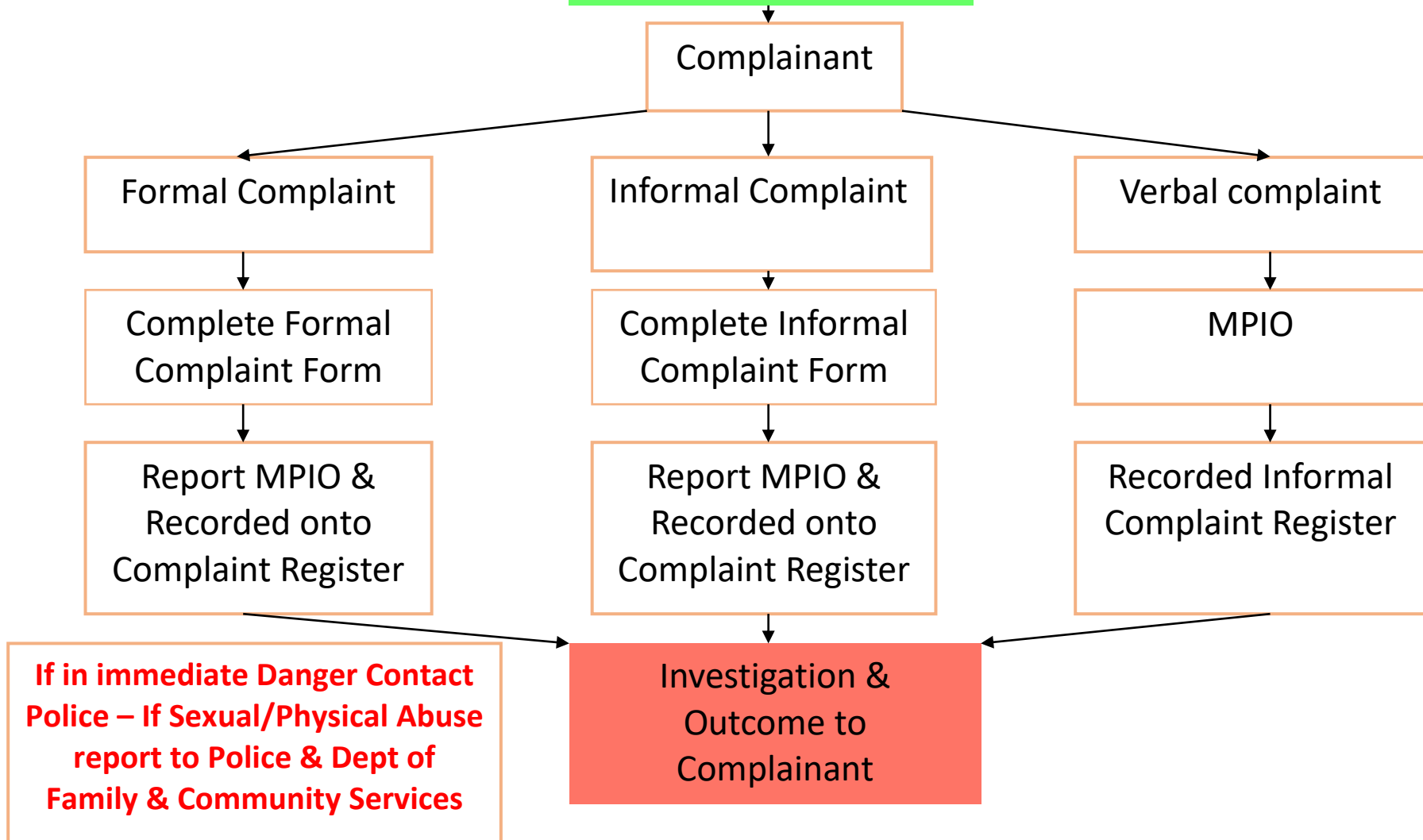
Karting NSW may review this policy from time to time, or as required, and will place the modified policy on the Karting NSW website.

Further Information Karting NSW will communicate with Clubs and Members to provide information on the latest WWCC regulations, obligations, and procedures for staff and volunteers to obtain their WWCC.

Further information is also available from the Office of Children's Guardian,
www.kidsguardian.nsw.gov.au, check@kidsguardian.nsw.gov.au, 02 9286 7219.

To Report Child Abuse telephone - Child Protection Helpline on 132 111

Lodging of a Complaint



If your complaint is not resolved or you are not happy with the outcome you can make a formal complaint in writing to Karting New South Wales or approach a relevant external agency such as an equal opportunity commission for advice.