



Thornlie and Districts Tee Ball Association Inc.

Working with Children Card Procedure

Revision June 2018

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1. Working with Children Extract from Bylaws

This is the Government requirement and as you can understand with over 600 children in the competition it can be a logistical nightmare to police. We will therefore require every team to submit a working with children questionnaire for every parent/volunteer in their team when registering the team (forms are available on the web).

The clubs are to ensure volunteers who do not have children playing have a Working with Children Card and a copy of these is to be submitted with the questionnaire forms. No volunteer will be accepted to do any duty including canteen without the appropriate forms being completed.

Please be aware, aunties, uncles, grandparents are more than welcome to volunteer but must have a card if they have no children of their own playing.

We do understand you are entitled to up to 5 volunteer duties a year before the cards are required but as we cannot verify what other volunteering duties have been carried out at other events we will adopt a strengthened policy of NO card NO Duty. This is a strong line but parents must understand we must protect ALL children and show due diligence that we have taken all steps to do so.

All clubs needs to supply a full list of volunteers which includes volunteers without a working with children card, (the Club form are available on the web). All WWC cards will be validated by the Association and spot check will be carried out during game days.

Volunteers not listed will attract a club fine

2. Record Keeping

Keeping records is essential to demonstrate that TDTBA are complying with the WWC Act.

Your record keeping should include:

- a list of all volunteers identifying those engaged in TDTBA;
- WWC Check application numbers (where applicable), WWC Card numbers and expiry dates for all volunteers in TDTBA;
- copies of WWC Cards for your all volunteers who engage in TDTBA;
- all notifications received from the WWC Screening Unit;
- copies of any WWC Card validations from the WWC Check website; and
- any Interim Negative Notice(s) or Negative Notice(s) issued and the action taken by TDTBA.

This information should be:

- stored securely
- remain confidential; and
- updated regularly.

3. How to record WWC Check information

For volunteer organisations the management of a WWC Card includes:

- recording the progress of a WWC Check from an application to a final outcome;
- recording the current WWC Card expiry date for each volunteer and ensuring they renew their WWC Card before it expires;
- removing an volunteer from volunteering immediately if they have not renewed their WWC Card before it expired;
- recording and validating WWC Cards for new volunteers who have current WWC Cards from other child-related work they engage in;
- completing the '[Register card holders](#)' online form on this website for new volunteers who have current WWC Cards from other child-related work they engage in. You can use the same form to advise the WWC Screening Unit of any volunteer who are no longer volunteering for TDTBA;
- Upload Club lists to the website of 'workingwithchildren.wa.gov.au' via '[Register card holders](#)'
- updating your record keeping with changes to roles and exemptions;
- checking the status of an application using the '[Check WWC application status](#)' online service on this website;
- checking the validity of all volunteers WWC Card periodically using the 'Check WWC Card validity' online service. [Click here to visit the Check WWC Card validity page](#);
- recording any updates and actions if an volunteer is issued with an Interim Negative Notice or Negative Notice;
- removing an volunteer from Volunteering immediately if they are issued with an Interim Negative Notice, Negative Notice or have withdrawn their application; and
- documenting governance decisions about WWC Checks in TDTBA. This might include committee minutes or management decisions.

All clubs needs to supply a full list of all volunteers which includes volunteers without a working with children card, (the Club form are available on the web).

TDTBA will upload each Club lists to the website of 'workingwithchildren.wa.gov.au' via '[Register card holders](#)'

Card Holder's Employment Status	Employment Type	Card Holder's Surname	Card Holder's Given Names	Card Holder's Date of birth	Category of Child-Related Work	WWC Card Number/ WWC Check Application Number
current	Volunteer or unpaid student	Sample	John	1/01/1968	12- a club, association or movement (including of a cultural, recreational or sporting nature and whether incorporated or not) with a significant membership or involvement of children, but not including an informal arrangement entered into for private or domestic purposes.	852963 or Parent

TDTBA will compile the lists from each Club into a Master list and validate all WWC Cards for TDTBA records.

WWC Check Record Keeping Sheet - keep this information confidential and store securely											
Position	Employment Type	Surname of Person Holding Position	Given names of Person Holding Position	Person's Date of Birth	Categories of Child-Related Work	WWC Card Number	Expiry Date	Receipt Number (if applicable)	WWC Check Status	Action Taken (if required)	Exemptions Apply - Why?
Under 11s coach	Volunteer	John Smith	John Smith	1/08/1970	12- a club, association or movement (including of a cultural, recreational or sporting nature and whether incorporated or not) with a significant membership or involvement of children, but not including an informal arrangement entered into for private or domestic purposes.				Holds valid WWC Card		Yes - parent of child member
Volunteer	Volunteer	Mary Blogg	Mary Blogg	23/02/1981	12- a club, association or movement (including of a cultural, recreational or sporting nature and whether incorporated or not) with a significant membership or involvement of children, but not including an informal arrangement entered into for private or domestic purposes.			09765431	Application lodged		No

4. How to validate a WWC Card:

1. [Visit the 'Check Card validity page' on this website.](#)
2. Enter the WWC Card number in the 'Check the Validity' box.
3. Enter the WWC Card holder's surname.
4. Keep a copy of the outcome and file with your other record keeping documents. A 'valid' result means the WWC Card is current and the employee, volunteer or [student](#) can engage in [child-related work](#). If you do not receive a 'valid' result please check the WWC Card number and surname you entered making sure this information is entered correctly and contact the WWC Screening Unit quoting the WWC Card number and surname.