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| Insert Club/Event Name | Approval Date:  |  |
| Review Date: |  |
| Version No: |  |
| **President:** | Sign: | Name |
| **Vice-President:** | Sign: | Name |

PURPOSE
To ensure all necessary legal requirements with relation to Police and Working With Children Checks are implemented.

POLICY

\_\_**Insert Name of Club’s Committee**\_\_\_ is fully committed to ensuring a safe working environment and will comply with the necessary legal checks require for their volunteers.

The relevant club and/or event will be familiar with the legal requirements and ensure they have all the most up to date information.

**WORKING WITH CHILDREN CHECK**Under the Working with Children Act 2005, if you are engaged in child-related work and not exempt, you must have a WWC Check even if you have undergone a Police Check.

The WWC Check is an ongoing assessment by the Department of Justice of a person’s suitability to work with children, examining relevant serious sexual, physical and drug offences in a person’s national criminal history and, where appropriate, their professional history.

The [Department of Justice, State Government Victoria Working with Children Check](http://www.workingwithchildren.vic.gov.au/home/about%2Bthe%2Bcheck/) website provides extensive information, including:

* How to apply for a Check
* Information about who requires a Check and who is exempt
* How much a Check will cost
* Updating requirements

See also the Department’s [Working with Children Check Information Sheet](http://assets.justice.vic.gov.au/wwcc/resources/8060c685-c8fb-4d02-af55-0a201ae7f099/general%2Binfo%2Bsheet%2B-%2Bjun%2B2014.pdf).

If you are unsure of whether your volunteers are required to complete this check (eg. for a one off event), contact the hotline for more information.

 **POLICE CHECKS**

The Police Check does not involve an assessment by a government agency. It is only a list of offences at a point in time.

Some organisations need the list to help them assess a person’s suitability for other kinds of work, eg an accountant or treasurer, where they would be looking for any fraud offences.

For more information about applying for a Police Check, go to [Victoria Police](http://www.police.vic.gov.au/content.asp?Document_ID=274).

PRIVACY

**Working With Children/ Police Check Reports**

* This information can contain sensitive information and should be handled by a designated and responsible person within the Club. Information provided in these reports is strictly confidential and will only be brought to the attention of the Committee when the report content requires some action.

*Adapted from:* [*www.clubhelp.org.au*](http://www.clubhelp.org.au)