

WORKING WITH CHILDREN CHECK FAQs

AFFILIATES, VOLUNTEERS AND OFFICIALS

UPDATED 25 NOVEMBER 2022

Context

The Working With Children Check (WWCC) applies to adults who work with children or are engaged in volunteer roles involving children (under 18 years of age) and is the mandatory minimum standard for a range of child-related industries. Legislation in Victoria is continually revised and updated, and now includes all areas of administration, officiating, and coaching. People working or volunteering in connection with Equestrian Victoria are required to have their WWCC if they fall into a category listed below.

If you are asked to apply for the WWCC, then it is considered that your work as an employee or volunteer is vital to the ongoing success of events in Victoria. We thank you for your ongoing assistance to provide a safe environment for our children to grow.

Which Officials Require a Working With Children Check (WWCC)?

Recently, Equestrian Australia announced that all Accredited Officials are required to hold a WWCC from the 1st of July 2023. It is important to ensure that any Interstate Officials in attendance provide a WWCC, or their State's relevant check, upon acceptance of a role after this date.

Please note: It is mandatory for Victorian Officials to hold a WWCC from 1st of July 2022.

Who needs a Working With Children Check (WWCC)?

To ensure that Equestrian Victoria, and our affiliates, meet their Victorian Child Safety compliance obligations, individuals occupying the following roles are required to obtain a WWCC.

If the volunteer is in direct contact with children, or may be left unsupervised with children, they will require a WWCC.

If the volunteer is conducting the duty as a once off and is not a regular event volunteer, or is filling in a position that was not intended, a [Member Protection Declaration](#) may suffice.

- Members of Club Committees/Working Parties
- Event Directors and Organisers
- Coaches
- All EA Officials
- Volunteers involved in communication activities to athletes via any means, including oral, written, or electronic (emails, social media, video conferencing)
- Volunteers in a role that may see them unsupervised with children
- Office/Check in staff
- Arena Marshalls (unless they have a child who is a member of Equestrian Victoria)
- Gear Checkers
- Selectors for State Teams/Squads
- First Aid
- Vendors, Contractors (only applicable to Interschool events)
- Food Trucks (only applicable to Interschool events)
- Dressage Pencillers (applicable if the penciller is to have any contact with children)
- EV Accredited Photographers

Who does not need a Working With Children Check (WWCC)?

Volunteers who are not in direct contact with children, or may interact with children incidentally outside of the scope of their role, are not required to have a WWCC. It is recommended that a Member Protection Declaration is still signed by these individuals

Some examples of these roles are below.

- Dressage scoresheet collectors
- Arena maintenance
- Scorers
- Pole collectors
- XC jump judges

How much does a WWCC cost?

Fees from 1 July 2022

- Volunteer Check/Renewal of Volunteer Check/Replacement of Volunteer card – Free
- Employee Check - \$123.20
- Volunteer to Employee Check - \$123.20
- Renewal of Employee Check - \$93.30

What checks do those from interstate require?

All Accredited Officials are required to hold a WWCC from the 1st of July 2023. It is important to ensure that any Interstate Officials in attendance provide a WWCC, or their state's relevant check, upon acceptance of a role after this date.

For Officials in attendance prior to 1st of July 2023, or volunteers who are in attendance:

Interstate visitors can do child-related work in Victoria without a Victorian Check for a period of up to 30 days in the same calendar year for:

- Several events or occasions with a check from their state or territory; or
- Only one event or occasion without a check from their state or territory.

Can somebody work whilst they have lodged an application?

Individuals can do child-related work at events after their application has been lodged and while it is being processed, except at Interschool events where an individual must hold a WWCC.

An individual cannot conduct work whilst waiting for a check if they:

- have been charged with, found guilty, or convicted of a sexual, violent or drug offence listed in clause 2 of Schedule 5 of the Worker Screening Act 2020 (the Act)
- have previously been given a WWC Exclusion, unless they then subsequently received a Clearance
- have applied for the Check and are supervising a child under the age of 15 in employment under the Child Employment Act 2003
- have applied for a Check and are working in an education and care service under the Children's Services Act 1996 or in an education and care service under the Education and Care Services National Law (Victoria) Act 2010
- have been excluded from child-related work interstate
- are subject to:
 - reporting obligations under the Sex Offenders Registration Act 2004
 - a Supervision Order, Detention Order or Emergency Detention Order.

Who pays for a Working With Children Check (WWCC)?

It is each individual's responsibility to ensure they have a current WWCC.

Volunteers can apply for the free volunteer check, whilst paid employees or officials must hold an employee check.

More information on how to obtain a WWCC can be located on the [Victorian Government WWCC website](#).

Does the WWCC need to be registered to an organisation?

We ask that each individual who requires a WWCC **register Equestrian Victoria as an interested party, not the event they are attending**. Once this is completed, we can be notified if the status of a WWCC is changed.

To register Equestrian Victoria as an interested party, visit [Working With Children](#), which will link to Services Victoria. A card number will be required.

Once an individual's details are entered, they will be prompted to update their organisation details. Please update as per the below:

Equestrian Victoria
170 K Rd, Werribee South VIC 3030
Phone: 03 9013 0707

Are there any exemptions?

Teachers or early childhood teachers who are currently registered with the Victorian Institute of Teaching (VIT), are exempt from holding a Working with Children Check, unless they've been given a Negative Notice. This is because registration with VIT is only granted to people who are appropriately qualified and assessed by VIT as 'suitable to teach.'

All teachers and early childhood teachers registered with VIT must notify Working with Children Check Victoria (WWCCV) of any child-related work they do outside of their teaching in a school or early childhood service, regardless of whether it is paid or voluntary work.

If a teacher's VIT registration is suspended or cancelled, WWCC may notify the relevant organisations that the teacher exemption no longer applies.

How can I register my WWCC in the EA database (officials only)?

Please send a copy of your card to elizaharvey@equestrianvictoria.com.au.

Who is required to check that WWCC are valid?

It is the Event Director's responsibility to check WWCC are valid at the time of the event. We recommend uploading each WWCC number into the [spreadsheet provided by Working With Children](#), which will check if each WWCC is valid. It is imperative that the checker be run on the morning of the event.

Event Directors are required to monitor committee WWCC throughout the year, and ensure each member has registered Equestrian Victoria as an interested party.

How do I report observed harmful behavior to children?

Equestrian Victoria adopts a no tolerance approach to harmful behaviour toward children and young people. If such behaviour is observed in any capacity, it is imperative a report is made within 24 hours. Report to:

Amy Slayter

Email: amyslayter@equestrianvictoria.com.au

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19 Jan	1	Created