



CHILD PROTECTION POLICY

March 2021

Office Use Only

Policy Document Number: 1.01

Policy Document Name: Child Protection Policy

Date of Issue: 2 March 2021

Location of Document: R:\Resource\Policy & Procedures

Policy added to Register: 18 March 2021

RFBYC CHILD PROTECTION POLICY

1. POLICY

Royal Freshwater Bay Yacht Club (the Club) is a child safe environment and is committed to providing a child safe environment at all times.

The Club will comply with or exceed the requirements of the *Working with Children (Criminal Record Checking) Act 2004*.

2. PROCEDURE

- 2.1 Only paid staff and volunteers who can reasonably be expected to have contact with children at the Club will be required to hold an active Working with Children card (WWC).
- 2.2 The Club will maintain a list of roles that require a WWC card. The Act provides for some exemptions and the Club supports those exemptions.
- 2.3 All new paid staff who will be expected to work with children are required to provide a current (not less than three months old) National Police Clearance, sourced from <https://www.police.wa.gov.au/Police-Direct/National-Police-Certificates> The Club will seek two verbal references for all new employees and specifically question the referees about the employees suitability to work with children.
- 2.4 In the event an Interim Negative Notice or Negative Notice is issued for a potential or existing volunteer or staff member, that person will be immediately stood down from child-related work pending the outcome of the assessment.
- 2.5 A register of paid staff and volunteers who hold a WWC will be maintained by the Club. The register will be regularly reviewed.
- 2.6 The Club will check the WWC website for the current status of all new paid staff and volunteers.
- 2.7 Only the necessary details of new paid staff and volunteers required to meet WWC regulations will be uploaded to the WWC website to meet the current legislative requirements.
- 2.8 The Club will subscribe to updates from the Department of Child Protection Working with Children Check website to ensure that all practises meet the current legislative requirements.
- 2.9 Key Club personnel will attend regular training and briefing updates hosted by the Department of Child Protection (WA) to ensure current WWC practises are implemented.
- 2.10 Fees that are payable for the Working with Children Check are the responsibility of the person making the application.
- 2.11 Paid staff and volunteers at the Club are not mandatory reporters of child abuse. However, the Club strongly encourages all members, paid staff and volunteers, who have a belief formed on reasonable grounds, to report their belief to the Department of Child Protection and Family Services. The member, paid staff or volunteer should also report the matter to the Western Australian Police.

3. SOURCES:

- 3.1 <https://workingwithchildren.wa.gov.au>
- 3.2 <http://det.wa.edu.au/childprotection/detcms/portal/>

4. ADDITIONAL INFORMATION:

Additional information can be found from the following links:

- 4.1 [Factsheet 1: What is 'Child-Related Work'?](#)
This factsheet describes what “child-related work” is according to the WWC Act is.
- 4.2 [Factsheet 4: The Parent Volunteer Exemption](#)
Information about why parents are exempt from obtaining a WWC Check in some situations.
- 4.3 [Factsheet 5: Information for Employers and Volunteer Organisations](#)
This factsheet provides information for employers and volunteer organisations to comply with the WWC Act and create safer environments for children.
- 4.4 [Factsheet 18: Information for the Sport and Recreation Sector](#)
This factsheet provides specific information for the sport and recreation sector to comply with the WWC Act and create safer environments for children.
- 4.5 [Creating Child Safe Organisations through recruitment and staff management](#)
A guide to recruitment and staff management.
- 4.6 [Completing the WWC Check Application Form - Instructions for Employers, Volunteer Organisations and Education Providers](#)
Instructions and tips for completing the WWC Check application form.
- 4.7 [Child Protection training – Department of Education](#)
Online training for staff.

5. A GUIDE FOR WWC APPLICATIONS TO SOME CLUB SCENARIOS:

- 5.1 Parent volunteers of Junior members can be exempt from a WWC card even when they are volunteering at an event that their child is not present at.
*“Work carried out on a voluntary basis by a parent of a child who is **involved, or is ordinarily involved** in some, or all, of the activities of the club, association or movement.”*
- 5.2 Yacht Racing - where the Club is the Organising Authority with boats entered by owner/skipper. The Club is not responsible for WWC for skipper or crew. The Club’s Code of Conduct is applicable.
- 5.3 Power Charity Days – the Club hosts Camp Quality. If a skipper or crew are the parents of Junior members, they do not require a WWC. All other skippers require a WWC.
- 5.4 Juniors on Keelboats – the Club co-ordinates Juniors to sail on keelboats. If skippers or crew are parents of Junior members, they do not require a WWC. All other skippers or crew require WWC.

- 5.5 Club members and others who volunteer and participate in Junior activities less than five times a year are not required to hold a WWC. The Club will maintain a register of all persons who have participated in Junior activities without holding a WWC to ensure no person exceeds five occasions of contact per year without a WWC.
- 5.6 Parents who act as chaperone to their child attending Club events are not required to hold a WWC.
- 5.7 Temporary visitors to Western Australia who volunteer at the Club for less than two weeks are exempt from requiring a WWC. If a visitor will be at the Club for more than two weeks, they will be required to apply for a WWC.
- 5.8 National Regattas – the Club hosts National regattas or a series of regattas. Visiting coaches/adults are exempt for no longer than 30 days once only in a 12-month period. The exemption can only be used once per year. If there is one regatta of, say, five days and a second regatta is, say, seven days the exemption does not apply.
- 5.9 Visiting Teams / Short Term Visitors - Singapore sends down a team of ‘children’ with their own coach to train in Western Australia. If they are in WA for less than 2 weeks there is no WWC required. If the total length of their stay is 15 days or more, irrespective of how many Clubs they visit, a WWC is required.
- 5.10 National Regattas and Short-Term Visitors exemptions cannot be combined. Only one or the other exemption applies in the same 12-month period.
- 5.11 Flag Officers and General Committee - All Flag Officers and General Committee who could reasonably be expected to have contact with children must hold a WWC.
- 5.12 Dads’ and Kids’ Camp - Parents attending the camp who do not have a ‘job’ (cooking the bbq, running games) do not require a WWC. A volunteer parent fulfilling this role is required to have a WWC even though their child is present.
- 5.13 Club Racing - Parent has volunteered and their child is sick and won’t be participating. Parent can still volunteer without WWC.
- 5.14 Paid Parent - If a parent is being paid to do a role a WWC is required, even if child is involved. A canteen manager, if paid, requires a WWC. If the pay is just an honorarium designed to recoup costs and not a wage, WWC is not required.
- 5.15 Grandparent Volunteer - the grandparent is only exempt if they have legal custody of the child. All other grandparents are required to have WWC.
- 5.16 The “Five-day threshold” defence for sports clubs allows for ‘unseen circumstances’ to avoid prosecution under the law. If the circumstances could have been foreseen there is no defence.