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# **NEWCASTLE & PORT STEPHENS**

## **GAME FISH CLUB LTD**

### **WORKING WITH CHILDREN**

### **POLICIES & GUIDELINES**

#### **1. Policy Statement**

1. NPSGFC is committed to ensuring the safety and wellbeing of all children and young people who access our programs, services and events.
2. NPSGFC is committed to maintaining and improving our policies, procedures, and practices to safeguard children and young people from neglect and abuse.
3. Responsibility for maintaining and improving our policies and procedures is assigned to the NPSGFC Secretary Manager.
4. We monitor our employees/volunteers to ensure appropriate practice, behaviour, and policies are followed.
5. All NPSGFC personnel who work with the Junior Team, including volunteers, are required to hold and maintain a Working with Children Check ('WWCC') and disclose convictions or charges affecting their suitability to work with children and young people.
6. WWCC records are regularly monitored to ensure all are current and maintained.

## **2. Responsibilities and Delegations**

### **1. Newcastle & Port Stephens Game Fish Club committee**

- a. Legally responsible for ensuring appropriate policies and practices are in place to minimise the risk of child abuse.
- b. Required to understand and act in line with NPSGFC policies and guidelines.
- c. Required to promote best practice in Safeguarding Children and Young People and promptly respond to any advice received from any State/Territory child protection authority or the Australian Childhood Foundation (ACF).
- d. In conjunction with the NPSGFC secretary, required to understand and act in line with NPSGFC policies and guidelines.
- e. Required to promote safeguarding children and young people and promptly respond to any changes to legislation or advice received from any State/Territory child protection authority or the ACF. Also, responsible for ensuring changes are brought to the attention of the executive committee promptly.

### **2. Employees and Volunteers are required to:**

- a. Understand and act in line with and promote NPSGFC safeguarding children and young people policies and guidelines.
- b. disclose any criminal convictions to NPSGFC Secretary prior to their appointment to the organisation whilst also disclosing any subsequent convictions after their appointment to NPSGFC and
- c. ensure their WWCC remains current, valid and connected to NPSGFC (where possible) in the relevant state / territory and update where required.
- d. notify NPSGFC Secretary & Club Board immediately if they become aware of any current employees / volunteers charged with criminal convictions relating to children and / or a negative WWCC.

### **3. Policy Practice and Procedure**

#### **1. Legislation**

- a. Any applicant who has resided in an overseas country for 12 months or more in the last ten years may be required to contact the relevant overseas police force to obtain a criminal or police record check.
- b. All volunteers must complete the relevant screening procedure as detailed in the Safeguarding Children and Young People – Requirements Matrix, before commencing any involvement. Volunteers cannot attend a program or event until the relevant screening procedure has been successfully completed.
- c. All employees and volunteers are required to keep their relevant state/territory check current, valid and connected to NPSGFC (where possible) throughout their employment or involvement.
- d. Screening must be completed in the state/territory that the employee or volunteer resides in, not the NPSGFC office/ and or club they are associated with. For example, a volunteer who lives in QLD but participates in NPSGFC Junior Team, will complete the NSW WWCC.
- e. Volunteers may support programs in other states/territories if they have a current WWCC in their own state/territory and are following the state/territory cross jurisdiction requirements.
- f. Failure of an employee or volunteer to keep their WWCC current, may result in disciplinary action.

### **4. Maintaining Records**

#### **1. In accordance with the Privacy Policy, confidential information will be stored securely electronically.**

- a. Employee and Volunteer records: The NPSGFC secretary is responsible for the maintenance and secure storage of employees'/Volunteers WWCCs.

## **5. Auditing**

1. The NPSGFC secretary is responsible for conducting regular audits of employees' and volunteers' WWCCs respectively. Any instances of non-compliance are addressed as a matter of urgency.
2. Non-compliance relating to the maintenance of employee or volunteer WWCC records may result in disciplinary action.

## **6. Inconclusive Screening**

1. In the event a WWCC is returned with results other than clear validation the employee / volunteer cannot work with children, the matter is then immediately escalated to the NPSGFC Board.

## **7. Prohibited Person Declaration**

1. NPSGFC will not engage any person as an employee or volunteer, in any capacity relating to the NPSGFC Junior Team, if they are unable to obtain a valid WWCC.
2. NPSGFC will suspend engagement with any person as an employee or volunteer, in any capacity, during the period when their WWCC has expired and obtaining a new valid WWCC.
3. NPSGFC will cease engagement with any employee or volunteer if they are identified as a 'prohibited person' for the purposes of maintaining a WWCC, at any time during their engagement.

## **8. Monitoring and review**

1. NPSGFC is committed to maintaining and improving its policies, procedures and practices.
2. This document is reviewed by the NPSGFC Secretary & NPSGFC Board annually, in the event of any legislative changes or best practice developments.
3. Any updates or changes to this policy, are communicated to all employees and volunteers.