

# CHILD PROTECTION



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# **WORKING WITH YOUTH - DEFINITION**

**Any child or young person under the age of 18 years, school, TAFE and University Students.**

**Children and young people have a right to feel safe and be safe**

**Rotarians have an obligation to comply with the legislation which protects children and young people.**



**All Rotarians have a responsibility to create the safest environment for young people at ALL Rotary activities.**

**This applies to all Rotarians, Rotarian spouses/partners, family members and volunteers.**



**We have a legal responsibility to follow through on ANY report that young people make whilst under the care of Rotary or engaged in a Rotary activity.**

**What do we do if an allegation is made?**



**If approached with an allegation by a young person**

- **Listen and provide support. Make no judgement.**
- **Immediately report it to the Club President who has a responsibility to refer it to the District Child Protection officer and the District Governor.**
- **Many Rotarians will additionally be mandatory notifiers e.g. *teachers, doctors, child care workers* and must also report the allegation to DoCS**



# WHAT WE HAVE PREVIOUSLY DONE IN ROTARY TO ENSURE CHILD PROTECTION.

All Rotarians and other volunteers who were working with children and young people were required to sign a Prohibited Persons Declaration form (PPD). (Kept as club records)



**Currently Presidents are responsible for the club maintaining a list of Rotarians who have/have not completed the PPD**

**Currently no person who has not signed a PPD is allowed to work unsupervised with children and young people.**



# NEW CHILD PROTECTION PROCESSES

FROM 2015 FOR ROTARY

**NSW Legislation was changed.**

**Broadly in line with other states**

**Phased in over a number of years.**

**Rotary is included in the process starting  
from April 2015 till 31<sup>st</sup> March 2016**

A one year phase in.





**The new check commenced in NSW on 15  
June 2013** (phased in approach Rotary from April 2015 - March 2016)

***Child Protection (Working With Children) Act  
2012***

***Child Protection (Working With Children)  
Regulation 2013***

***Child Protection (Working with Children)  
Amendment (Miscellaneous) Regulation  
2013***

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## What has changed ?

### Organisations (Rotary)

Rotary no longer requests working with children check forms PPD's) from volunteers

Rotary Clubs must register (as an employer) with the Office of the Children's Guardian to verify applicants. (Need ABN number - use District ABN number if your Club does not have one. One Club member at least will need to be responsible for doing the on line checks) See later in slides the process to register.

### Applicants

- Applicants must apply for a clearance
- The clearance will last for 5 years and is portable across all child-related positions
- The same clearance applies to workers, volunteers and self-employed persons



# WHO NEEDS A CHECK?

Workers and volunteers in direct, face-to-face contact with children in a child-related setting

Supervised and unsupervised volunteers who are in a direct face-to-face role with children



# WHO DOES NOT NEED A CHECK?

- People under 18 years of age
- Workers and volunteers who have *incidental interaction* with children, ancillary workers/volunteers etc
- Short-term interstate visitors (less than 30 days)
- Exemptions specified in the Regulation e.g. one off events, co-worker/peer, guest speaker at a school.



# NEW CHILD PROTECTION PROCESSES

**STEP 1:** Rotarians/volunteers fill in an online application form

- Go to [www.newcheck.kids.nsw.gov.au](http://www.newcheck.kids.nsw.gov.au) and fill in the online application form. If you do not have access to the internet, please call (02) 9286 7219 for assistance.
- Please make sure the details you provide are EXACTLY THE SAME as the details on your identity documents.

If you put down your name as *Brian J Holland*, then your id must also say *Brian J Holland* **NOT** *Brian James Holland*



Ensure you select the correct category: paid or volunteer worker. The **\$80** fee for paid workers is not refundable. **Select VOLUNTEER**

A Check for **paid workers** will cover both paid and volunteer work in NSW for five years.

- Once you have submitted the form, you will receive an application number that looks like this: **APP1234567.**



# THEN

## **Present proof of your identity** (example: Brian J Holland)

- Go to a NSW motor registry or NSW Council Agency that offers RMS services.
- **You will need your application number and proof of your identity** (same as for a NSW driver's licence). You must have both of these items for your application to proceed.



- **If cleared you will be issued with an WWC number within 4 weeks. (usually much quicker)** You will receive your outcome and Working With Children Check number by email (or post if you do not have an email address).
- **Your number will be: WWC number and end in a V for volunteer or E (if you are employed e.g. Teacher.)**





- *This WWC number alone does not clear you to be a volunteer with Rotary.*
- Your Rotary Club will have to go online to verify your clearance. To do this, you need your WWC number, surname and DOB.
- *Club Presidents will need to designate a Rotarian to register the club as an employer using the club ABN if you have one, or the district ABN if you do not have one.*
- *Clubs will need to have the access log ons safely recorded in case of a change in the member doing the checks on line. Preferably have a back up member who knows the user name and password to access the Working With Children site as an **employer** to verify members clearances.*



## Working with Children Check

### Your Check

Do you need a Check?

Take our quiz

Apply for your Check

Update your details

Change from volunteer to paid

### Verify

Individuals (e.g. parents) verify

Employer log in and verify

### Employer registration

You must register as an employer to access the new system.  
Once you have registered, log in to verify an individual's  
Working With Children Check status

Register

This is a screen shot of the Working With Children opening screen where your club registers to be an employer who can verify club member's clearances.



Edit your details

Verify Working With Children status

Submit Workplace Report Finding

Logout

## Verify Working With Children Check status

Enter employee or volunteer details below. Check correct spelling. You must enter either a Working With Children Check number or an Application number. Numbers must start with WWC or APP.

Family name \*

Birth date \*

 

Working With Children Check  
number

Application number

OR

Add

Remove

Verify

7 2013-02-25 12-02-28

This is a screen shot of where you enter a members details to get clearance.



# WHAT IS A CLEARANCE?

A number beginning with WWC and ending in

- E for paid workers (or)
- V for volunteers

The number will remain with the applicant for life (unless they are barred) Same number when renewing after 5 years.

Valid for 5 years and can be used for all child-related volunteering



A person can work with children if the status is:

## Clearance

Application in progress –

### This means:

- Application submitted
- Identity proven
- Payment has been made (if required)

Cleared applicants will be continuously monitored for serious Child Protection offences in NSW.

A person cannot work with children if the status is:

## Barred

Interim bar

Expired (after five years)

Not found



**Presidents of Clubs will need to lead their club through this process.**

**Records will need to be maintained on the currency of members and volunteers approval to work with children and young people. Expiry dates should be highlighted to advise Rotarians and volunteers when approval is to expire.**

**They need to be renewed every 5 years.**

A suggested recording process for clubs is included at the end of the Power Point slides.



# YOUTH EXCHANGE

All host parents, siblings over 18 and relatives in the host family home **MUST** have a Working with Children check. i.e. WWC number verified by the Rotary Child Protection Officer.

The Host Club, (Club Counsellor) must ensure all approvals are recorded.



# RECORD KEEPING

For each volunteer you must retain the:

- *Clearance number*
- *Expiry date*
- *Date of verification*

Records can be kept electronically or on paper  
You are required to maintain records for audit purposes





# RECORD KEEPING RECOMMENDATIONS FOR CLUBS

Have a dedicated ring back folder as a club record.

Have a check list of members and volunteers at the front with name, date of clearance and date to renew.

Identify any members who do not have a clearance and therefore cannot work unsupervised with children.

Record/file print outs of clearances in sections in the folder identified by the year so that members can be reminded that their 5 year clearance is due to be renewed.

Alternatively, record the above electronically and update members of the need to renew clearance. Provide a print out for Club records regularly. (Essential in case of a loss of electronic records.)



# MORE INFORMATION

Website: [www.newcheck.kids.nsw.gov.au](http://www.newcheck.kids.nsw.gov.au)

Email: [newcheck@kidsguardian.nsw.gov.au](mailto:newcheck@kidsguardian.nsw.gov.au)

Phone: (02) 9286 7219

E-subscribe: [www.kids.nsw.gov.au/subscribe](http://www.kids.nsw.gov.au/subscribe)

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# QUESTIONS

