

WORKING WITH CHILDREN - POLICY & PROCEDURE

Rotary Club of Windsor Inc. Child Protection Policy & Procedure Manual

This policy and procedure manual outlines the following;

- What the Rotary Child Protection Policy is
- How the Child Protection Policy is managed and maintained (and by whom)
- Who is responsible for ensuring compliance with the Child Protection Policy

The Child Protection Policy has been developed to comply with:

- Child Protection (Working with Children) Act 2012
- Child Protection (Working with Children) Regulation 2013
- Children and Young People (Care and Protection) Act 1998

The Rotary International Sexual Abuse and Harassment Prevention Policy.

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2.1 – Child Protection Policy

Statement of Conduct for Working with Youth

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

Adopted by the RI Board of Directors, November 2002

Policy Statement

The Rotary Club of Windsor is an incorporated entity which operates under the name of Rotary International.

The Rotary Club of Windsor will prioritise its efforts to prevent the abuse of children occurring whilst children are involved in Rotary programs.

It is the policy of the Rotary Club of Windsor to take steps to prevent the abuse of children within the activities of the organisation.

Rotary International is a child safe organisation and it is the responsibility of all Club members to comply with the Child Protection Policy.

The Rotary Club of Windsor will respond to instances or complaints of child abuse occurring within a program with procedures consistent with the expectations of the NSW Department of Family and Community Services, NSW Police and Rotary International Sexual Abuse and Harassment Prevention Policy.

Compliance training for the Child Protection Policy and Procedure Manual is to be conducted annually and for all new members to receive a copy of this policy.

Purpose

The Rotary Club of Windsor Child Protection Policy prescribes the procedures for:

Reporting of Risk of Significant Harm (ROSH) under Children and Young People (Care and Protection Act 1998

Appropriate background screening for volunteers working with children

Dealing with Volunteers who become 'barred' under the Child Protection (Working with Children) Act 2012

Confidentiality

Under the Child Protection (Working with Children) Act 2012 all information relating to an individual is to be kept strictly confidential. Information is to be accessed by authorised individuals only as outlined in this policy and procedure manual and is not to be shared.

All members of the Rotary Club of Windsor are to ensure confidentiality in all situations. In the event of a breach of the Child Protection Policy relevant information is to be provided as per policy 2.2 -Reporting a Breach of the Child Protection Policy.

2.2 Reporting a Breach of the Child Protection Policy

Any member of The Rotary Club of Windsor who becomes aware of the inappropriate conduct of a club member or any allegations or incidents of abuse, neglect or ill-treatment of children or young people who are under the care and responsibility of that club is immediately required to report the matter to the Rotary District Child Protection Officer.

2.3 Identify Child Related Work Events and Activities

When organising a Rotary Event the event organiser must refer to the Board who with the help of the table below, determine if the event is considered a Child Related Work Event or contains a Child Related Work Activity.

Does the event or activity provide programs or services for children (person under 18 years of age)?	No - Not a Child Related Work Event or Activity
Could the event or activity require direct contact (physical contact, face to face; without parent/care giver presence) with children?	Yes – This is a Child Related Work Event or Activity
Does the role involve work in a child related role, or child related setting?	Yes – This is a Child Related Work Event or Activity

2.4 Holding a Child Related Work Event or Activity

The organiser (be it an individual or committee/team) of a Child Related Work Event or Activity is responsible for ensuring all club members have a Working with Children Check Clearance. This must be completed prior to the event or activity and the organiser must ensure compliance throughout the event.

In compliance with the Child Protection (Working with Children) Act 2012 the Rotary Club of Windsor will not allow a person who is subject to a bar or interim bar to be involved in child related work. Furthermore, the Rotary Club of Windsor will not allow any individual who otherwise presents an unacceptable risk to children to be involved in a Child Related Work Event or Activity.

2.4.1 Notification of Child Related Work Events and Activities

The organiser of a Rotary Club of Windsor Child Related Work Event or Activity is required to advise all potential volunteers that a Working with Children Check Clearance is required to volunteer for the event or activity.

All sign-up sheets must clearly state the Child Related Work status.

2.5 Volunteer Working with Children Check

Members of the Rotary Club of Windsor at times engage in ‘child-related work’, as defined in the Child Protection (Working with Children) Act 2012. Accordingly, Rotary Club of Windsor must ensure that persons seeking to volunteer in ‘child-related work’ have their Working with Children Check Clearance.

It is the policy of Rotary Club of Windsor that all members who engage in child related activities complete a Working with Children Check – Volunteer.

For the purpose of this policy Rotary Members or associated volunteer are;

A member of any Rotary club

A member of any Rotaract club

A paid employee of Rotary

A volunteer providing services to a rotary club program (such as exchange program host parents)

Honorary Rotarian

Friend of Rotary

A spouse or partner of a member of any Rotary Club

Corporate Member

2.5.1 Applying for a Working with Children Check

Important: PLEASE NOTE! Details you provide in this section must match your proof of identity documents EXACTLY. If information differs, your proof of identity may not be accepted by the motor registry / Council Agency.

Start of procedure

Step 1

Note: All fields marked with an asterisk * are mandatory and must be completed.

Go to website <https://wwccheck.ccyp.nsw.gov.au/Applicants/Application#> to complete a Working with Children Check NSW

Step 2

Complete all Personal details as they appear on your identification documents.

If you have changed your name you will be required to enter in your full name *prior to* your name change in the Additional names section. A change of name includes a name change due to marriage.

Step 3

Complete your Birth details.

Step 4

Complete Purpose for check by selecting *Volunteer*.

Complete Child-related sector by selecting *Clubs or other bodies providing services to children*.

Step 5

Complete the Confirm identity section by providing the details of your identification document for example: Drivers Licence.

Click the Next button.

Step 6

Read and complete the Consent forms.

Complete the security measure. *Click submit*.

Step 7

A New application receipt screen will appear including your *application number*.

Step 8

Your application number along with your chosen identification used in Step 5 must be taken to a NSW Service Centre to complete the application.

Step 9

Note: The WWC Verification Officers details can be found in the Club Directory or by contacting the club secretary.

You will receive notification of your Working with Children Check status and number (if applicable). The Working with Children Check number and your date of birth must be provided to a Rotary Club of Windsor WWC Verification Officer.

End of Procedure.

2.6 Complaint Procedure for Working with Children Check

All complaints relating to Working with Children Checks are to be conducted as per the Grievance Procedures.

In the first instance contact a WWC Verification Officer, if they are unable to resolve your complaint the WWC Verification Officer will refer you to the appropriate contact or escalate as per the Rotary Grievance Procedures. (See procedure)

2.6.1 Non Clearance

All Working with Children Checks are conducted by the Officer of the Children's Guardian. Any queries regarding the receipt of a status other than a Clearance are to be directed to the

Office of the Children's Guardian <http://www.kidsguardian.nsw.gov.au/about-us/who-we-are/complaints>

2.6.2 Procedural Complaint

For all procedural complaints refer to the table below:

Area	Suggested Action
Received WWC Number however not being scheduled for Child Related Work Activities or Events.	Provide WWC Check number to a WWC Verification Officer as per 2.5 Volunteer Working with Children Check Step 9. Processing time may take up to 14 days.
Event roster	Contact the Event or Activity Organiser.
Duties undertaken by WWC Verification Officers including Verification and record keeping	Contact a WWC Verification Officer. Complaints of this nature will escalate to the District Child Protection Officer.
Breach of Privacy	Grievance Procedure escalated immediately to the District Child Protection Officer.

2.7 WWC Verification Officers

2.7.1 Working with Children Check Records

It is a requirement under Child Protection (Working with Children) Act 2012 that the club confidentially stores all information and record keeping pertaining to Working with Children Checks.

It is prohibited to pass on any information relating to the Working with Children Check of any individual to any other person or Club Board/Committee/Team/Member. This includes any data provided as part of the Working with Children Check such as date of birth and names.

WWC (Working with Children Check) Verification Officers may share this information with another WWC Verification Officer if it is relevant to their duties.

All duties related to Working with Children Check Verification and record keeping are to be performed by a WWC Verification Officer.

Rotary Club of Windsor has mandated there will be three (3) WWC Verification Officers. Only current WWC Verification Officers are permitted to access and update Working with Children Check records and emails as required.

2.7.2 WWC Verification Officer Selection criteria, process and term

The Rotary Club of Windsor has determined the following selection criteria for the position of WWC Verification Officer:

- Must be a member of the Rotary Club of Windsor
- Need to have a current WWC Clearance
- Must abide by the Policies and Procedures of the Rotary Club of Windsor
- Demonstrate a practical understanding of confidentiality
- Commit to maintaining confidentiality within the role
- Comfortable and confident using written and verbal communication (will be required to liaise with Event Organisers)
- Comfortable with the use of technology including but not limited to using a computer/laptop, operating an email account and accessing/navigating the internet.

Selection Process

Suitable applicants will be interviewed by a panel of three (3) interviewers known as the Selection Panel. The Selection Panel will consist of three (3) of the following individuals:

- President
- President Elect
- Immediate Past President
- President Nominee

All selections made by the Selection Panel are to be ratified by the Board.
The position of WWC Verification Officer is normally a three (3) year term, reviewed annually by the Selection panel. The Public Officer is normally a one (1) year term.

An optional extension of two (2) years is available at the request of the individual, on recommendation of the Selection panel and at the discretion of the Board.

2.7.3 Verify Working with Children Check

The WWC (Working with Children Check) Verification Officer upon receiving a WWC number and date of birth from a club member shall;

Log onto website <https://wwccheck.ccyp.nsw.gov.au/Employers/Login>

Enter in Rotary Club of Windsor Username and Password and select Login.

Enter the club members surname, date of birth and working with Children Check number and Click Verify.

Check the status of the club member and open the WWC Check Register

Status	Action Required
Application in Progress	Under the legislation the club member may work with Children. The Rotary Club of Windsor has determined a club member with this status may not work with children. If the applicant becomes barred notification will be received. Record status and date of verification on the WWC Check Register.
Barred	Under the legislation the club member may not work with Children.

Status	Action Required
Interim Bar	Record status and date of verification on the WWC Check Register. Under the legislation the club member may not work with Children.
Expired	Record status and date of verification on the WWC Check Register. Under the legislation the club member may not work with Children
Not Found	Record status and date of verification on the WWC Check Register. Under the legislation the club member may not work with Children. The member needs to contact The Office of the Childrens Guardian for advice. Record status and date of verification on the WWC Check Register.

When a club member is cleared the following information is to be recorded on the WWC Check Register;

Clearance number

Expiry Date

Date of Verification

Ensure the WWC Check Register is saved before closing.

2.7.4 Verify Working with Children Check Clearance for Child Related Work Event or Activity

The WWC (Working with Children Check) Verification Officer shall complete this procedure when advised by an organiser of a Child Related Work Event or Activity that a volunteer list has been finalised.

Access the WWC Check Register file to ensure volunteer listed on Volunteer sheet has a WWC Clearance status.

2.7.5 Notification of Volunteers without Clearance

The WWC (Working with Children Check) Verification Officer will notify an event organiser of a Child Related Work Event or Activity that a volunteer does not have a current Working with Children Check Clearance.

Remember: You are not to state the reason for ineligibility only that the individual does not have current clearance.

2.7.6 Updating a Change of WWC Status

The WWC Verification Officer upon receiving a notification advising a change of WWC Status from the Office of the Children's Guardian will update their status club WWC Register.

Records are required to be kept for seven years.