



Archery Victoria			
Title:	Policy and Procedures Manual		
Subject:	Working With Children Check Policy		
Author:	Archery Victoria Board		
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Number:	0506	Pages:	2

0506. Working with Children Check Policy

Relevant Archery Australia Policy	Number 1023	Member and Child Protection
This policy supports the guidelines and rules stipulated within the Archery Australia policy. It should be noted, however, that Victoria has specific legislation in relation to the safety of children and to checks required when working with children.		
Other Relevant Archery Victoria Policies	Number 0505	Child Safe Policy
This policy supports the existing Archery Victoria Child Safe Policy and should be read in conjunction with that policy. Victoria has specific legislation in relation to the safety of children. This legislation was mandated as applicable to all sporting organisations from 1 January 2017.		

1. Objectives

1.1. This policy supports the existing Archery Victoria Child Safe Policy (0505) and provides specific requirements for both Archery Victoria and Member Clubs in relation to the need for Working with Children Checks (WWCC).

2. Who needs to have a WWCC?

2.1 The following members of the Archery Victoria community are required to have a WWCC:

- All Archery Victoria Board Members
- All officials of the Archery Victoria Board
- All coaches and instructors accredited with Archery Australia
- All those assisting coaches or instructors with archery activities (e.g. come and try activities, beginner's courses, development squads)
- All accredited National Judge Candidates and National Judges who are affiliated with Archery Victoria
- All State Team Managers as appointed by the Archery Victoria Board from time to time
- All those assisting State Team Managers
- All Committee Members of an Archery Victoria Member Club

2.2 It should be noted that Archery Victoria no longer accepts a current Teacher Registration or a current warrant for Victoria Police Officers in lieu of the Working with Children Check. Teachers and Police Officers who hold any of the positions above will be required to obtain a WWCC.

2.3 Those holding the above positions who are under the age of 18 are not required to hold a WWCC. Once such a person reaches the age of 18 they will be required to gain a WWCC.

2.4 Member Clubs are responsible to ensure that all those listed above, have a current WWCC when appointed or, if they do not currently hold a WWCC, that they make an application for a WWCC within two weeks of being appointed. In the period between the person being appointed and the issue of a WWCC, it is the responsibility of the club to put in place adequate precautions to ensure that there is no breach of the legislation.

3. Who do I list as my volunteer organisation on my WWCC application?

3.1 All those listed above who apply for a WWCC should list their Member Club and Archery Victoria as volunteer organisations. This will allow both the Club and Archery Victoria to monitor the status of those with WWCCs.

4. What if I cannot obtain a WWCC or my WWCC is cancelled?

4.1 Should a person who holds any of the roles outlined in this policy, be unable to obtain a WWCC they will not be able to continue in the role.

4.2 Should a person who held a WWCC, and who holds any of the roles outlined in this policy, have their WWCC cancelled, they must advise their Member Club and Archery Victoria immediately. They will not be able to continue in their role if this occurs.

4.3 Should a person fail to renew their WWCC when it expires, they will not be able to continue in their role.

5. How do I apply for a WWCC?

5.1 An application for a WWCC check can be made at:

<http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check>

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