



## Child Protection & Working with Children Policy

Golf Tasmania is committed to the safety and wellbeing of all children and young people who participate in our sport and access our services. We will always strive to protect the welfare of children involved in the sport of golf by creating, implementing and complying with all measures set out in Golf Australia's Member Protection Policy. Click here to view the Golf Australia Member Protection Policy <http://www.golf.org.au/site/content/document/00027265-source.pdf>

Golf Tasmania will implement the strategies listed below to ensure a safer and more enjoyable environment for children:

- Appoint a Member Protection Information Officer/(s) (MPIO). The MPIO is the first point of contact if a child, parent or other member of the club or association becomes concerned about an incident.

Golf Tasmania's current MPIO's are:

Stuart Eaton

Simon Weston

The Golf Australia MPIO is:

Gerard Kennedy

- Ensure MPIO's are appropriately trained
- Adopt or update policies and procedures recommended by Golf Australia including the Golf Australia Member Protection Policy.
- Adopt thorough recruitment and selection practices for all paid and voluntary positions. This includes job descriptions, interviews, checking references and where appropriate, conducting police checks.
- Comply with all relevant state child protection legislative requirements. Working with Children Registration is a compulsory criminal history check that will be conducted for any position involved in child related work and applies regardless of whether the work is paid, unpaid, supervised and unsupervised. Further information on Working with Children Checks in Tasmania is included in the attached fact sheet.
- Promote the policy and procedures to all members, particularly coaches.
- Respond to suspected, allegations and complaints of child abuse. Where there is an incident of suspected child abuse, the MPIO will immediately make contact with the national organisation to seek advice.
- Ensure there is no harassment and victimisation of the child or the person who made the allegation on behalf of the child.
- Only use accredited coaches and officials and check that their accreditation is current.
- Provide information to coaches and others working with children about how to recognise child abuse and give them directions on what to do if abuse is reported or suspected.
- Conduct an education and training program to increase awareness of child abuse.

Anyone who suspects, on reasonable grounds, that a child or young person is at risk of being neglected or abused, should contact their state or territory child protection agency without delay to report their concerns. Further information on reporting child abuse is included in the attached fact sheet.

For further information on child protection, visit [www.playbytherules.net.au](http://www.playbytherules.net.au).



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## Working with Children Registration

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### Tasmania

#### Legislation

Working with Children Registration (WwC Registration) is a compulsory criminal history check for many people who work with children under the age of 18 years in Tasmania. It was established by the *Registration to Work with Vulnerable People Act 2013* (the Act) and is administered by the Department of Justice.

The Act applies to anyone involved in child-related work in Tasmania. It does not matter whether the work is paid or unpaid, supervised or unsupervised.

The Act prescribes that anyone who is involved in a 'regulated activity' must hold valid WwC Registration. Regulated activities include club and association activities.

Club and association activities include cultural, recreational, sporting or community activities or services provided primarily for children by a club, association, movement, society or other similar body.

#### **What responsibilities does an employer or volunteer body have?**

If you are hiring a paid worker or engaging a volunteer, you need to verify they have WwC Registration before they start work in the sport and recreation sector. Clubs and associations must not accept the registration card or any other paper alone as 'evidence'. The system of verifying a registration is online only, via the registration status page on the Working with Children Registration website: [www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)

It is good practice to periodically review worker/volunteer registration status to ensure that your organisation is meeting its obligations under the Act.

#### **Are there penalties for not applying for a Working with Children Registration?**

Yes, penalties apply to both employers and volunteer organisations who carry out child-related work if they do not comply with their obligations and responsibilities under the Act.

## Action

### When do I need to apply for a Working with Children Registration?

If you intend to work or volunteer in the sport and recreation sector and are required to hold WwC Registration, you must apply before you start work or volunteer. It is mandatory for all people who work with children in the sport and recreation sector to hold WwC Registration.

### How do I apply for a Working with Children Registration?

Applications for WwC Registration must be made online at the Working with Children Registration website: [www.justice.tas.gov.au/working\\_with\\_children/application](http://www.justice.tas.gov.au/working_with_children/application)

Once you have completed a WwC application you must verify your identity and pay at Service Tasmania.

### Who should apply?

Anyone wishing to commence or continue in child-related work in either a paid or volunteer capacity should check to find out if they need to register. Take the [short quiz](#) for full definitions of child related work, regulated activities and practical examples of club and association activities that require WwC registration.

### What happens once I apply?

Once your application for WwC Registration has been processed you will be issued with either a WwC Registration Card or a refusal (in all cases before final refusal, a proposed negative notice will be issued which will provide the applicant with the opportunity to provide further information). An employer must not employ anyone with a refusal or proposed negative notice in child-related work.

If you are already in child-related work (or planning to be) your employer (or prospective employer) will be provided with notification of your refusal and instructed to remove you from child-related work. Reasons for refusal are not provided to employers.

## Useful information

### How much does it cost?

There are two classes of registration - Employment/Volunteer or Volunteer only.

- \$108.50 Employment/Volunteer
- \$18.60 Volunteer

To determine your status as an employee or volunteer:

- If you receive no payment, payment of an honorarium/reimbursement or if a person is completing services as a hobby, this person is classified as a volunteer.
- If a person receives payment for services or an ABN number is quoted and tax is taken. This person is classified as an employee.

For example: A person who volunteers for the local junior football club as a coach but also expects to work as a teacher within the next three years should apply for the registration in the class of Employment/Volunteer.

### **Who is responsible for payment?**

Contact your organisation to find out their policy in relation to payment for WwC Registration.

### **Are there exemptions?**

You may not need to apply for WwC registration if:

- you are a child who is under the age of 16 and working with younger children
- you are engaged in a regulated activity (other than an overnight camp for children) for a particular employer and have only incidental physical contact with children; and
- you are engaged in a regulated activity for a particular employer for not more than 7 days in any calendar year  
Note: Exemption timeframes are based on days not hours. Per day includes one event in a day – i.e., one hour of parent help at a school or one hour working as a soccer coach for a club/association
- you are engaged in a regulated activity (other than an overnight camp for children) for a particular employer and have more than incidental physical contact with children but there is a registered person present (and for not more than 7 days in any calendar year)
- you are registered under another State's law and the activity is of a similar nature to the activity that you are already registered to engage in under that corresponding law; and you are engaged in the regulated activity for not more than 28 days in any 12-month period
- you are a close relative of the child
- you are doing the same activity as the child (for example, playing together in a sporting team)
- you are a school student on a work experience placement or doing practical training
- you are an employer or supervisor of a child, unless the child is engaged in a regulated activity
- you are a Police Officer (including a Police Officer of another jurisdiction), or an AFP Appointee within the meaning of the Australian Federal Police Act 1979 of the Commonwealth
- you are a Correctional Officer, within the meaning of the Corrections Act 1997
- you are a staff member of, or volunteer for, an approved provider under the Aged Care Act 1997 of the Commonwealth
- you are a Financial Services Licensee under the Corporations Act
- you are engaged in a regulated activity for a Tasmanian Public Authority or an Agency of the Commonwealth (including a body, corporate or unincorporate, established under an Act of the Commonwealth) and the only contact you have with a child is providing a service at a public counter or shop front or by telephone
- you are engaged in a regulated activity and the only contact you have with a child is providing information to, or receiving information from them by telephone
- you are engaged in the regulated activity and the only contact you have with a child is working with a record of them (for instance entering information about students into a school database)

- you are an Emergency Management Worker who is engaged in a regulated activity for the purposes of dealing with an emergency
- you are engaged in a regulated activity for a Tasmanian, national or international event and the Minister has declared, by order, that the person, or persons of a class, of which you are included, are not required to be registered for the regulated activity
- you are a member of a class of persons prescribed by the Regulations as not required to be registered for the regulated activity

For further information on who might not need to apply for WwC Registration, see Fact sheet: [‘Exemptions from Registration’](#) on the Working with Children Registration website.

Any employer or volunteer organisation can override these exemptions and make it a requirement that all those working and volunteering for their organisation are registered regardless of whether he/she is provisionally exempt from registration. Employers and volunteer bodies will often make this decision based on their assessment of the risk of harm to children within the associated working or volunteering environment.

### **What information is assessed for Working with Children Registration?**

Your records will be assessed to see if you have charges or convictions that indicate you pose a risk of harm to a child.

National criminal record information is routinely collected from sources in Australia (not overseas). This includes information about:

- Convictions for all criminal offences you may have
- All ‘spent’ convictions (convictions that do not need to be ordinarily declared)
- Any ‘pending’ charges (charges that have not yet been decided by a court)
- All ‘non-conviction’ charges (charges that have been finalised by a court but did not result in a conviction)

### **How long is the Registration valid for?**

The Registration is valid for three years.

If your criminal history changes within your registration period, you must advise the Working with Children Screening Unit.

You will be subjected to ongoing monitoring for relevant new records for the three year life of your Registration.

Some records will trigger a risk assessment, which may lead to your Working with Children Registration being cancelled.

### **Is it transferable to a different organisation?**

Yes, it is transferable to any organisation in which you work or volunteer with children.

### **Who administers the process?**

Employers (including clubs and associations) are responsible for ensuring that all employees or volunteers who carry out child-related work apply for a WwC Registration.

Clubs, associations and other similar bodies are encouraged to contact their state sporting organisation to determine what specific WwC policies or procedures are in place in relation to WwC Registration in their sport or recreation discipline.

### **What are the requirements for visitors from other states/territories?**

You can use your interstate Working with Children Registration in Tasmania for up to 28 days. Please read the Fact Sheet: [‘Interstate and Overseas Applicants’](#) on the Working with Children Registration website for more information.

## **Resources**

Fact Sheets and Sector Guides are available on the publications, forms and resources page of the Working with Children Registration website.

### **Department of Justice**

#### **Building Standards and Occupational Licensing Working with Children Registration**

**Phone:** 1300 654 499

**Fax:** 03 6173 0205

**Website:** [www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)

**Email:** [workingwithchildren@justice.tas.gov.au](mailto:workingwithchildren@justice.tas.gov.au)



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## Reporting child abuse

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### Tasmania

#### Legislation

##### Who is required to report?

In Tasmania, the *Children, Young Persons and their Families Act 1997* requires members of certain professions to report known or suspected abuse or neglect of children to Child Protection Services, or to Gateway Family Support Services.

Anyone, regardless of whether they are required to do so by law, who reasonably suspects that a child or young person is at risk of being neglected or physically, sexually or emotionally abused has a responsibility to report it to Child Protection Services, or to Gateway Family Support Services.

##### What gets reported?

Any reasonable suspicion of neglect or abuse. You do not have to have proof. If you suspect that a child is in need of protection then you should make a report immediately.

#### Action

##### Where do I make the report?

Contact Child Protection Services on 1300 737 639  
or online: [www.dhhs.tas.gov.au/children/child\\_protection\\_services](http://www.dhhs.tas.gov.au/children/child_protection_services)

This state-wide number can be used 24 hours a day; however, outside of usual business hours only emergency or urgent concerns should be reported.

or

Contact Gateway Services on **1800 171 233** from 9am to 5pm Monday – Friday

If you believe a child is in immediate danger or in a life-threatening situation, contact the Police immediately by dialling **000**.

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## Useful information

### Child-safe environments

Providing strategies for child-safe environments is not a legal requirement but is considered good practice in preventing and minimising opportunities for child abuse within your organisation, including preventing offenders from gaining access to your organisation.

Child-safe environments include ensuring your staff and volunteers understand their child protection obligations and that staff and volunteers know who to go to should they have suspicions a child may be at risk of harm.

### What does establishing a child-safe environment involve?

**Understanding** the different types of child abuse.

**Identifying** potential risks and dangers to children (e.g. going away on camps) and managing those risks.

**Developing** guidelines and processes that clearly outline how to respond to child protection issues.

**Choosing** your staff with care.

- State your commitment to a child safe environment when advertising vacant positions.
- Ensure employees/volunteers working with children have current Working with Children Registration (these are mandatory for those working with children in the sport and recreation sector).
- Conduct referee checks (particularly with previous child-related employers, if possible).

**Nominating** a child protection officer or Member Protection Information Officer who people can trust and go to with concerns.

**Ensuring** that all staff (paid and volunteers) understand their mandatory/ethical reporting obligations for suspected child abuse.

**Ensuring** staff have a clear understanding of acceptable/ unacceptable behaviour and know who to contact about concerns they may have.

**Talking** openly about the importance of ensuring the safety of children within your organisation.

## Resources

### Where can I get further information or resources?

- [Child Protection Services - Department of Health and Human Services](#)
- [The Australian Childhood Foundation – Safeguarding Children Program](#)