



WORKING WITH CHILDREN CHECK PROCEDURE

Purpose

This procedure outlines the mandatory requirements for Working With Children Checks for individuals engaged or employed within Nunawading Amateur Basketball Association (NABA) and/or Melbourne East Basketball Association (MEBA), and for individuals seeking to be employed or engaged in NABA and/or MEBA services as an employee, volunteer, student, contractor or agency staff member.

Scope

This procedure applies to all NABA and/or MEBA employees, volunteers, contractors, students on placement and agency employees.

Definitions

Any defined terms below are specific to this document.

Agency Employees – a individual engaged by NABA and/or MEBA through an approved external provider.

Applicant – An individual making an application for a Working With Children Check.

Authorised Officer – An organisational representative. Authorised Officers are: Chief Executive Officer (CEO)

Contractor – An individual engaged by NABA and/or MEBA through an approved external provider

Employee – An individual engaged by NABA and/or MEBA on a paid basis.

Volunteer – An individual engaged by NABA and/or MEBA on an unpaid basis.

Procedure

All individuals engaged or employed within NABA and/or MEBA and for individuals seeking to be employed or engaged within NABA and/or MEBA as an employee, volunteer, student, contractor or agency staff member must undergo a WWCC prior to commencing.

The JSP Administrator and Human Resources Manager are responsible for ensuring all persons hold a valid and current WWCC prior to commencing at NABA and/or MEBA until such time as they leave NABA and/or MEBA.

Commencing employees, volunteers, contractors, students, and agency employees – who do not hold a current Working with Children Check:

1. Refer to the following website for information on how to apply for a Working with Children Check:
<https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply>

When completing the online application form the applicant must ensure NABA and/or MEBA is added as an organisation to the applicant's details. It should be noted that the Occupational Field should read **"Clubs and Associations Occupational Code 42"** and note the **Nunawading Amateur Basketball Association, PO Box 6183, Vermont South Vic 3133, Phone 03 9802 6711** when prompted. The applicant

will provide NABA and/or MEBA with the receipt for their WWCC check and confirmation of lodgement (this must include the applicants name on the receipt).

2. The cost of the WWCC for employees will be reimbursed by NABA and/or MEBA. The applicant will be required to complete a reimbursement form provided by NABA, and forward to the Finance Manager with the original receipt attached.
3. There is no charge to obtain a 'Volunteer' working with children check.
4. The applicant will receive an email confirmation from the Department of Justice advising whether they have passed the Working with Children Check or not. If they have passed, they should expect to receive their card in approximately 2 weeks.
5. On receipt of the WWCC card, the applicant is required to show the card to the NABA and/or MEBA office staff who will take a photocopy of the card.
6. The Department of Justice will send a letter of confirmation to NABA and/or MEBA that the applicant has been issued with a WWCC. NABA and/or MEBA will record the information on the WWCC spreadsheet, scan a copy of the letter to the employees electronic file and file the letter on the relevant file.

Commencing employees, volunteers, contractors, students, and agency employees – who do hold a current Working with Children Check:

1. The applicant is required to present the card to the NABA and/or MEBA office staff who will take a photocopy of the card and place on the relevant file.
2. The applicant will log on to the [Department of Justice and Regulation website](#) and add NABA and/or MEBA as an organisation to their details. It should be noted that the Occupational Field should read ***"Clubs and Associations Occupational Code 42"*** and note the ***Nunawading Amateur Basketball Association, PO Box 6183, Vermont South Vic 3133, Phone 03 9802 6711*** when prompted.
3. The Department of Justice will send a letter of confirmation to NABA and/or MEBA that the applicant has added NABA and/or MEBA as an organisation to their details. NABA and/or MEBA will record the information on the WWCC spreadsheet, scan a copy of the letter to the employees electronic file and file the letter on the relevant file.