



**Procedure 02/2017**

# **Member Screening Procedure**

**Approved by the Board:  
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## 1 Background

The Softball WA Member Screening Procedure provides a recommended structure that WA Associations and Clubs (Appointing Bodies) follow when employing or seeking to appoint a person/s in a position of responsibility *including volunteers*. When an appointing body employs, seeks nominations or expressions of interest for appointments, they should provide the applicant with a position description, information regarding the process for screening and any specific criteria for the position. Where an applicant refuses to sign the consent form for a check legislated by law (i.e. Working With Children Check), the appointing body **IS NOT TO** proceed with their application or appointment.

## 2 Definitions

<b>Appointing Body/Bodies</b>	Softball WA, Associations and Clubs
<b>Child</b>	Means a person who is under 18 years of age;
<b>CEO</b>	The Chief Executive Officer of Softball Western Australia;
<b>Criminal Records</b>	Refers to the formal record of offences that the individual has been convicted of, in a court of law;
<b>Contact</b>	a) Any form of physical contact; and b) Any form of oral communication, whether face to face, by telephone or otherwise; and c) Any form of electronic communication,
<b>VNPC</b>	Volunteer National Police Certificate;
<b>NPC</b>	National Police Certificate;
<b>Paid Work</b>	The transfer of money as compensation or recompense for work done or services rendered;
<b>Unpaid Work</b>	Any duties completed by an individual that require to individual to volunteer time and effort to a not-for-profit organisation;
<b>Screening Check</b>	Refers to the processes outlined in the Softball WA Member Screening Procedure to enable the Appointing Body to determine whether a person is suitable for the position of application;
<b>WA</b>	Western Australia;
<b>WWCC</b>	Working With Children Check;
<b>WWC Act</b>	Means the Working With Children (Criminal Record Checking) Act 2004

### 3 Procedure Objectives

This procedure is designed ensure a best-practice approach is taken to screening members before appointed into a position of responsibility. This includes aligning with current state-based legislation, and ensuring a best-practice approach is taken to safeguard not only children, but also all members within an association or club. It aims to ensure that:

- Appointing Bodies adhere to the WWC Act
- Appointing Bodies create healthy and safe environments
- Appointing Members perform their duty of care responsibilities to membership

In addition, this procedure aligns and should be read in conjunction to the Softball Australia / Softball WA *Member Protection Policy*. The *Member Protection Policy* can be found here: <http://wa.softball.org.au/wp-content/uploads/sites/9/2015/11/SAL-Member-Protection-PolicyFINAL.pdf>

### 4 Confidentiality

It is critical that confidentiality is maintained and as such any information obtained during the prescribed screening processes must not be provided to any person not authorised to access such information.

### 5 Obligations

Appointing Bodies:

- a) Are obligated to comply with the WWC Act.
- b) MUST keep and maintain accurate records of all individuals with a current Working with Children Check (WWCC).
- c) Must periodically check the validity of a WWCC, for both new and existing members.

Members / Individuals:

- a) It is the responsibility of members to notify their appointing bodies, if their circumstances change.

**Members have a responsibility to comply with all requirements to the satisfaction of appointing bodies. In the event that individual circumstances change and contravene both this procedure and the *WWC Act*, it is the responsibility of the individual to notify both their respective body.**

### 6 Member Screening – Who needs to be screened?

It is recommended that all members who are placed in a position of responsibility (child-related

or not) be screened prior to their appointment. Under the WWC Act, people who engage in certain paid or unpaid work with children must obtain a Working With Children Check (exemptions do apply).

A person is considered to be engaged in child-related work if their duties involve, or are likely to involve, contact with a child. Under the WWC Act, certain person/s do not require a WWC Check because they do not fit a category of child related work or an exemption applies. Exemptions may include parents volunteering in activities where their child is involved, however it should be noted that the exemption does not apply in all categories of child-related work or all scenarios (e.g when parents volunteer at overnight camps/stays attended by their children).

In the event where a members holds a position of authority or responsibility, or where a WWC exemption applies, it's recommended they obtain a Volunteer National Police Certificate (VNPC) or National Police Certificate (NPC). This is to ensure Appointing Bodies are appointing persons of good conduct and nature in the best interests of members for the association or club.

### **Working with Children Check**

Examples of positions within clubs where a person/s may require a Working With Children Check include:

- Coaches/Assistant Coaches
- Team Managers
- Statisticians
- Umpires
- Being a billet for an interstate or overseas player
- Other

**Members in a position of responsibility, who are found to be exempt under the WWC Act are encouraged to obtain a Volunteer National Police Certificate or National Police Certificate.**

### **Volunteer National Police Certificate / National Police Certificate**

Examples of positions within clubs where a person/s may require a Volunteer National Police Certificate or National Police Certificate:

- Club Executive/Members of the Board
- Club Administrators
- Club Treasurers
- Any Position that is not Child Related (e.g. Cleaner / Groundsman)

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## Step by Step Guide of Member Screening Process

The following is to be used as a guide by Appointing Bodies to screen members as part of appointing members to positions of responsibility.

<p><b>Step 1:</b></p> <p><b>Recruit &amp; Select</b></p>	<p>a) Appointing Bodies should advertise using a position description and outline any selection criteria including requirements for a WWCC or VNPC or NPC.</p> <p>b) Prospective applicants MUST follow the process set out by the respective appointing body.</p> <p>c) Appointing Bodies should meet applicants in person. It is recommended that applicants be interviewed formally or informally and questions designed to obtain information specific to the position the applicant has applied for.</p> <p>d) Appointing Body representatives should assess candidates for reactions to particular questions, manner and interpersonal skills, see step 5 if an inappropriate response is received. It is critical that applicants are afforded every opportunity to prove their suitability for a particular role.</p> <p>e) Appointing Bodies must also ensure that applicants hold the necessary qualifications for the prospective position. For example, a coach must hold a current coaching accreditation.</p>
<p><b>Step 2:</b></p> <p><b>Reference Checks</b></p>	<p>a) Appointing Bodies are strongly recommended conduct reference checks and contact at least two referees that can attest the individual's suitability.</p> <p>b) If applicants fail to provide referees, it is recommended that the screening process go no further.</p>
<p><b>Step 3:</b></p> <p><b>Criminal Record Checks</b></p>	<p>a) Upon completion of the interview and reference checks; appointing bodies are to conduct screening checks for individuals seeking to engage in child-related work with the respective club /association (Refer to page 3).</p> <p>b) Applicants MUST comply with Softball WA and/or legislated requirements and obtain the necessary screening checks.</p> <p>c) Appointing Bodies are to keep records of screening (ie. Spread sheet)</p> <p><b>Below is the link for the Working With Children Spread sheet.</b></p> <p><a href="https://workingwithchildren.wa.gov.au/docs/default-source/default-document-library/record-keeping-spreadsheet-2015.xlsx">https://workingwithchildren.wa.gov.au/docs/default-source/default-document-library/record-keeping-spreadsheet-2015.xlsx</a></p>
<p><b>Step 4:</b></p> <p><b>Respond</b></p>	<p>a) In the event that an applicant receives a negative notice or interim negative notice, that applicant must be removed from child related work immediately &amp; the Softball WA Office be notified ASAP.</p> <p>b) If the applicant receives feedback of broader concern the Appointing Body can sought advice from the Softball WA Office (e.g. previous conviction of fraud and the role being appointed to is the Treasurer of the association or club)</p>
<p><b>Step 5:</b></p> <p><b>Appointment &amp; Induction</b></p>	<p>Once the above steps have been completed a decision needs to be made on the person's appointment and they should be offered the position, ideally in writing.</p>
<p><b>Step 6:</b></p> <p><b>Provide Support and Training</b></p>	<p>Ensure the person in the position is aware of the roles expectations and offer ongoing support and supervision. This includes advice and guidance where necessary and appropriate training and development opportunities.</p>

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**Process for Criminal Record Checks**

Assessing the suitability of a person being appointed in a role of responsibility is important for both child safeguarding, and the best interests of the association or club. The following outlines the process for applicants obtaining a National Police Certificate (Paid), Volunteer National Police Certificate (non-paid) or Working With Children Check.

**Volunteer National Police Checks – a note for Associations:**

*In order for individuals to obtain a Volunteer National Police Certificate, an overarching body must be registered. Overarching bodies must be incorporated, have a registered ABN and the ability to create invoices. To register as an overarching body, please visit the following website: [www.dlgc.wa.gov.au/Publications/Pages/National-Police-Check-Volunteers-Program.aspx](http://www.dlgc.wa.gov.au/Publications/Pages/National-Police-Check-Volunteers-Program.aspx) Discounts are arranged for individuals if overarching bodies register through the Department of Local Government and Communities.*

*If you are unable to register as an overarching body and intend to screen members using a Volunteer National Police Certificate, please contact the Softball WA office.*

<b>Volunteer National Police Certificate</b>	<b>National Police Certificate (Paid)</b>
<ol style="list-style-type: none"> <li>1. Obtain and complete VNPC from Overarching Body (proof of ID required)</li> <li>2. Forms are to be sent to Overarching Body along with proof of identification. A payment for the application of \$14.90 (as of October 2016) is required.</li> <li>3. Overarching Body will then process the applicants VNPC.</li> <li>4. The Volunteer National Police Certificate will be sent to Overarching Body (although certificate is property of volunteer).</li> <li>5. If necessary, Overarching Body will adjudicate and provide a recommendation to regarding the applicant’s suitability.</li> <li>6. Associations and clubs must maintain accurate records by using at least a spread sheet for all members who have completed a Volunteer National Police Certificate.</li> </ol>	<p><i>PLEASE NOTE* This check is for paid employees of clubs only.</i></p> <ol style="list-style-type: none"> <li>1. Applicants must collect, complete and apply for a National Police Certificate Application at their local Australia POST outlet \$52.60 (as at October 2016).</li> <li>2. Upon receiving the National Police Certificate, Applicants need to provide a certified copy to their local club for processing.</li> <li>3. Appointing Bodies must maintain accurate records for all members who have completed a National Police Certificate.</li> </ol>

### Working With Children Check

1. Applicants must collect and complete a Working with Children booklet from their local Australia POST outlet.
2. The applicant needs to complete sections 1-4.
3. The Club/Association approved representative is to complete part 5 and 6 of the form, and then sign the employer, volunteer organisation or education provider declaration (part &), certifying that the applicant is about to start or currently engages in child related work.
4. The applicant lodges the booklet with Australia POST in person, together with:-
  - Correct combination of documents to meet the 100 point proof of identity (information on specific documents can be found on the application form), and
  - The required fee. \$83.00 for paid employees and \$11 for volunteers.
  - Photograph will be taken upon application.
5. The applicant shows the club/association/organisation their application receipt as proof of pending application.
  - The receipt allows the person to start work in child related work, however, ensure other screening processes have been carried out prior to commencement.
  - If a person has a conviction for a class 1 offence committed when an adult, or have a current interim negative notice, or negative notice, they must not start or continue child related work.
6. The Department for Child Protection and Family Support – Working With Children Screening Unit will notify the outcome (in confidence) to the appointing body and to applicants directly.
7. If a person who is engaged in child related work with your organisation already holds a WWC Card, the club/association should validate and register the card on the Working with Children website so they are notified if the individual's situation changes or a Negative Notice / Interim Negative Notice is issued. To register cardholders, visit <https://workingwithchildren.wa.gov.au/employers-organisations/online-services/registeremployees>  
To validate cards, visit: <https://workingwithchildren.wa.gov.au/card-validation>
8. Online renewals are now available and the clubs/associations approved representative (as above) should be the only individual to approve.

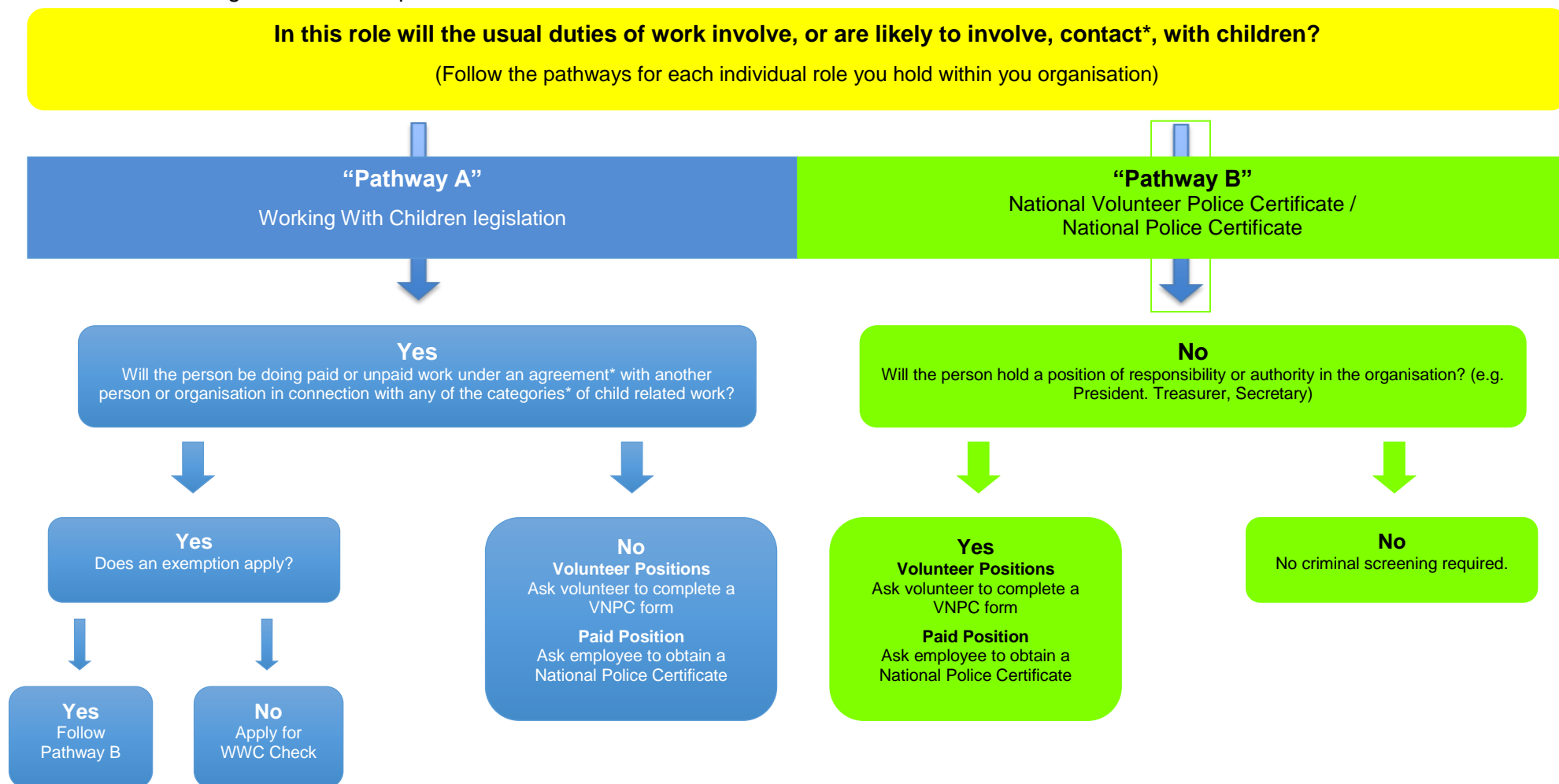
For more information on how to complete a Working With Children Check please see the resources on the working with Children Website, Completing a WWC application form.

[www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au)



## 10 Determining if you should apply for a WWC Check Flow Chart

A full list of categories and exemptions can be found [here](#).



**\*Contact** – Contact is defined as any form of physical contact, oral communication, whether face-to-face, by telephone or otherwise electronic communication. It does not include contact in the normal course of duties between an employer and an employee or between employees of the same employer

**\*Categories** – There are 18 categories of “child-related” work in the WWC Act. A person is only in child-related work if their usual duties involve or are likely to involve contact with a child in connection with at least one of these categories and an exemption does not apply.

**\*Agreement:** - An agreement (written or unwritten) by a person with another person or organisation, to engage in child-related work either for payment or on a voluntary basis.

**Individuals MUST notify Appointing Body and the Working With Children Screening Unit IMMEDIATELY if they are charged or convicted with a Class 1 or Class 2 offence.**

For more member screening information please contact the Member Services Officer at Softball Western Australia on Ph: 6181 3903 or email: [donna@softballwa.org.au](mailto:donna@softballwa.org.au) or visit [www.wa.softball.org.au](http://www.wa.softball.org.au)