



# **Ballarat Little Athletics**

## **Ballarat Little Athletics Centre Working with Children Check Victoria (WWCCV) Guideline**

**Effective: 24<sup>th</sup> September 2023**

**Version 1.0**



## **Ballarat Little Athletics: Working with Children Check Victoria (WWCCV) Guideline**

The Department of Government Services introduced the '*Worker Screening Act 2020*,' which has distinct implications on the conduct of Ballarat Little Athletics.

The Working with Children Check (WWCC) applies to adults who work with children or are engaged in volunteer roles involving children (under 18 years of age). The WWCC applicable in Victoria is the mandatory minimum standard for a range of child related work.

The WWCCV is constantly being reviewed, with new legislation and amendments to the Act as required. As at the time of this publication, the Act covers all areas of managing and coaching children. People volunteering/working in connection with Ballarat Little Athletics Centre (BLAC) are required to hold a current WWCC if they fall under the categories listed below.

To ensure that our Centre is protected under the WWCCV system; the BLAC Committee has decided that the following personnels' at BLAC need to obtain a WWCC and that the check must be current at the start of the athletic season each year:

- Child Safety Officers (CSO)
- Team Managers and Assistant Team Managers
- Volunteers without children registered at the Centre
- BLAC Committee members / volunteers involved in communication activities to athletes via various methods, including but not limited to written, emails, social media and oral.

In accordance with the '*Worker Screener Act 2020*', it should be noted that parents, who have a child or children registered at the Centre where they work or volunteer, are exempt from the WWCC, unless they fall under one of the categories listed above.

It should be noted that it is an offense to undertake any child-related work, paid or voluntarily in connection with Ballarat Little Athletic Centre, if a WWCC application has not been lodged.

**If you need you apply for WWCC this can be done online via the WWCC website at [Working with Children Check | Victorian Government \(www.vic.gov.au\)](http://www.vic.gov.au).**

Once you have submitted your WWCC application, please advise Ballarat Little Athletics Centre with the following information.

- Full name
- Application Receipt number

Once you have received your WWCC card, please advise the BLAC of the following information in addition to the previous information provided, it should be noted that you will be required to show your card at the beginning of the season and throughout the season as required by the Centre.

- WWC Check card number (different from application number)
- WWC Check expiry date

A WWCC is valid for 5 years (unless revoked). It's your responsibility to ensure your WWC Check is valid and if required you must apply for a renewal 28 days prior to the expiry date of your WWCC. The Renewal process can now be done online through the Working with Children Check Victoria website.



## **Ballarat Little Athletics: Working with Children Check Victoria (WWCCV) Guideline**

If you are a teacher and registered with the Victorian Institute of Teaching (VIT), you are exempt from requiring to obtain a WWCC. However, by law you are required to register with Services Victoria any paid or volunteer child-related work you do outside your teaching role. To notify WWCCV that you are volunteering at BLAC go to: <https://service.vic.gov.au/services/teachers-notifications>.

Please note the the contact details for BLAC are:

Organisation: Ballarat Little Athletics Centre

Contact: Child Safety Officer

Email: [ballarat@lavic.com.au](mailto:ballarat@lavic.com.au)

Address: PO Box 120, Ballarat 3353

**If you are asked to apply for the WWCC through your connection with Ballarat Little Athletics Centre, then it is considered that your duty as a volunteer is vital to the ongoing success of the Centre. We thank you for your ongoing support and assistance to provide a safe environment for our children to grow, succeed and excel.**

