



## **POLICY TITLE: Working With Children**

<b>RELATED POLICIES:</b>	Member Protection
<b>RESPONSIBLE OFFICERS:</b>	Chief Executive Officer Director for Coaches Director for High Performance
<b>AUTHORITY:</b>	Chief Executive Officer
<b>APPLICABLE FORMS:</b>	
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# Lawn Bowls, a guide for working or volunteering in Club or Association Activity

## Overview

This guide has been developed with the assistance of Bowls Tasmania. The purpose of the guide is to provide lawn bowls clubs and associations with a guide to the new registration requirements for people wishing to work or volunteer with children in Tasmania.

Working with Children Registration aims to reduce the potential for sexual, physical, psychological, emotional or financial harm or neglect of children in Tasmania.

People from bowls clubs and associations must hold a registration by **1 April 2015** to participate in activities like coaching, team management and committee membership (full list of examples on next page) for organisations that primarily involve the participation of children.

Working with Children Registration provides a minimum screening process for people working or volunteering in these organisations. The new law requires registration for some important roles within child related organisations, but importantly allows organisations to adjust the screening requirements to suit their particular organisation.

There are a number of exemptions under the new law regarding situations where people engaged in regulated activities need not apply. These exemptions can be overridden if, after assessment of the risk of harm to children, an organisation determines that it wants these roles to be included in their screening regime.

**Importantly – responsibility for screening rests with the incorporated body – so your club is liable if there are people operating under your banner; that should be registered but have not been screened and do not hold a current registration.**

See 'Fact sheet: Exemptions from Registration' at the Working with Children Registration website: [www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)

Applications are commenced online at [www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children).

For more information visit the following website or attend a **FREE** one hour seminar held regularly around the state and listed at [www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children).

## Who must apply for a Working with Children Registration?

Club and association activity means a cultural, recreational, sporting or community activity or service provided by a club, association, movement, society or other similar body.

Examples of people involved in Lawn Bowls (State and Club Level) where registration is **mandatory**:

- Bowls Tasmania board members and employees
- club executive members
- committee members of clubs
- accredited coaches
- team managers
- state team officials
- sports development officer
- presenters and assessors

Examples of people where registration is **optional** but can be enforced by your club or association as part of their requirements:

- tournament directors
- photographers
- reporters

Examples of people who should **NOT** apply:

- children under 16 years of age

## **Bowls Tasmania recommends your club completes the following procedures:**

1. Appoint a Member Protection Information Officer
2. Download the Bowls Australia/Bowls Tasmania Member Protection Policy
3. Advise all applicable people within your Club/Association of the legislation and their requirements for registration.
4. Include collection of Registration ID Number as part of your information gathering processes for the season
5. Attend any regional seminars with the Department of Justice if you have any further questions

## Further information

Visit the Department of Justice website; [www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)

Download the Cycling Australia Member Protection Policy from CA Website [CA Member Protection Policy](#).

## FAQs

### Do I need to apply?

If your role is listed in the mandatory list above – yes, you need to register.

### As a club, how do we check if our people have Registered?

You can visit the Department of Justice website and enter a person's surname and registration number (or application number) and the site will advise you of their current status. Go to:

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

Employer or volunteer bodies will be advised of any important change to a registration holder's status where the organisation's details are correctly recorded.

It is important that employers and volunteer bodies confirm their correct contact details are recorded against all people that require registration to work with vulnerable people within their organisation.

### Review a person's registration status

To review a person's current registration status (including a list of the employer or volunteer bodies they have listed), you will need their application/registration number and surname.

[Check Registration Status](#) to review registered details:

- Check the current details for your organisation by selecting **View/Update Details**
- To add a new organisation select **Add Employer**
- Once you have entered the details, registrants will receive notification that new organisation details have been added to their record.

### How long will it take to get my Working with Children Card?

In general, you will receive your results within six weeks of completing the application process, however for some; there may be a longer wait, depending on their personal information.

### Is a National Police Check the same as a Working with Children Registration?

No, a Working with Children Registration is different from a National Police Check. A Working with Children Registration is valid for 3 years and is compulsory for people working in certain child-related roles in Tasmania.



Working with Children Registration is on Facebook. What a great way to get a reminder that it's time to apply, or when new resources are available. To connect, [login or sign up for Facebook](#) and search for Working with Children Registration.

## The Process

### Part A: How do I apply? Part

### B: What are the fees?

### Part C: What is assessed in my application?

### Part D: When will I receive my results? Part E:

### Refusals and Appeals

### Part F: How will you know if someone has applied for Registration? Part

### G: How will you know if registration is Suspended or Cancelled?

## Part A: How do I apply?

### Step 1: Complete the online\* application form at:

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

\*Applicants who do not have internet access may telephone 1300 13 55 13 for advice about locations that offer free internet access to the public.

Please make sure the details you provide are *exactly the same* as the details on your identity documents. If you have submitted the form with a mistake, please re-do the form to avoid the possibility of incurring additional cost and problems with the proof of identity requirements.

Once you have submitted the form, you will be able to print an application receipt. If you do not have a printer, write down your application number.

### Step 2: Present Proof of Identity and payment at Service Tasmania

You must bring all three of these items for your application to proceed:

- application receipt or application number
- proof of identity
- payment

You must present in person at Service Tasmania (please read the [Fact Sheet: Interstate and Overseas Applicants](#) if applying from outside of Tasmania). You cannot submit proof of identity for someone else.

To find a Service Tasmania shop near you, visit [www.service.tas.gov.au/about/shops](http://www.service.tas.gov.au/about/shops)

For proof of identity requirements:

See Fact Sheet: 'Proof of Identity' at the Working with Children Registration website: [www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)

## Part B: What are the fees?

You only need to apply once every three years for Working with Children Registration. If you have a paid job and volunteer role working with children, registration for Employment will cover you for both.

- \$103.60 for employment
- \$103.60 for both employment and volunteering
- \$17.76 for volunteering

## What if I Volunteer and Work with Children?

If you intend to use your Working with Children Registration for Volunteering and Employment during the three years of registration you should advise this at the time of your initial application. Completing this detail on the application will save applicants from incurring additional costs at a later stage.

For example: A person that volunteers for the local junior football club as a coach but also expects to work as a teacher within the next 3 years should complete the online application for both Volunteering and Employment.

Of course, this is different if the teacher is undertaking a coaching role as part of their employment:

1. A person that is a registered teacher and is coaching as part of their duties is not required to be registered
2. A person that is a registered teacher and who as part of their conditions of employment is required to undertake roles such as coaching is not required to be registered
3. A person that is a registered teacher and who volunteers to coach the local soccer team is required to be registered (this is where it is not a role required by the school etc.)

The difference between 1 and 2 and 3 is that the person is undertaking the activity in 3 by choice, whereas in 1 and 2 it is intrinsically linked to their employment as a teacher. As such registration will occur when the requirement for registration to be a teacher starts, this is 1 January 2017.

## Part C: What is assessed in my application?

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)

Information about your criminal record may also be obtained from authorised bodies in Tasmania and similar authorities in other states and territories such as:

- The Police
- The Office of the Director of Public Prosecutions
- The Department of Corrective Services
- The Department of the Attorney General
- The Department of Health and Human Services
- Courts.

## Ongoing monitoring

If an applicant is successful in securing registration, the Registrar will continue to monitor an individual's record for relevant new records over the three year term of registration.

Certain types of new records may trigger an additional Risk Assessment to be undertaken by the Registrar who may subsequently determine that, based upon the new information available, a registration will be cancelled, suspended or conditions issued.

*See Fact sheet: 'The Risk Assessment Process' at the Working with Children Registration website: [www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)*

## Part D: When will I receive my results?

Please allow six weeks to receive your results before emailing [workingwithchildren@justice.tas.gov.au](mailto:workingwithchildren@justice.tas.gov.au) (with your application reference number). Information cannot be provided on your application before this time. If successful, you will be posted a Working with Children Registration Card.

If there are any issues with your application, you will be contacted by post or email (according to the preference indicated on your application form).

## Usual cause of delays

For most people, delays may be caused by:

- the time it takes for information to be reported on a criminal history (2 to 5 weeks)
- having a common surname or date of birth
- sharing the same name as someone with a criminal history
- having records against your name.

## Same name as someone with a criminal record

If you have the same name as someone with a criminal record, your results may be delayed while your identity is matched using additional information such as date of birth details. This will delay your results but ensure your records are not mistakenly associated with those belonging to someone else.

## Records against your name

*See 'Part C: What is assessed in my application?' in this guide.*

## Part E: Refusals and Appeals

When you apply for Working with Children Registration, there are only three outcomes:

- registration to work with children (without conditions)
- registration to work with children (with conditions)
- refusal of application to work with children.

### Being notified of a Possible Refusal

If there are concerns with your application, you will be informed in writing with reasons for the decision this is called a 'Proposed Negative Notice'.

You will be invited to submit further information which may affect the final decision. In the meantime, you cannot work or volunteer in a child-related activity.

### Being notified of a Refusal

If your application is unsuccessful, you will be informed in writing with reasons for the decision.

If you are already in child-related work (or planning to be in such employment), your employer (or prospective employer) will be:

- notified that you have been refused a Working with Children Registration
- instructed to remove you from child-related work.

**Reasons for your refusal will not be shared with your employer (or prospective employer).**

### Consequences of the Refusal

If a Working with Children Registration is refused, it is a criminal offence to work in regulated child related activities for five years (unless circumstances have changed that permit an earlier application). Serious penalties apply.

If you are already working with children, you must immediately remove yourself from this work.

### Applying for a Review of the Refusal

You can request a review of the refusal except if:

- you previously applied for Working with Children Registration and were issued a Negative Notice
- less than five years has passed since your Working with Children Registration was cancelled

This does not apply if there has been a change in any relevant information about you.

### Lodging an Appeal

You must lodge your application for a review with the Magistrates Court (Administrative Appeals Division) within 28 days of having your application refused (if you miss this deadline, contact the Administrative Appeals Division; it may grant an extension). For more information go to [www.magistratescourt.tas.gov.au/divisions/administrative\\_appeals\\_division](http://www.magistratescourt.tas.gov.au/divisions/administrative_appeals_division)

## Part F: How will you know if someone has applied for Registration?

### Overview

While successful applicants receive a Working with Children Registration Card, the system of applying and verifying is online only.

If someone with Working with Children Registration commits a criminal offence, their Registration may be cancelled, and their details removed from the online system.

It is then a criminal offence:

- for an individual to work in a child-related activity
- for an employer or volunteer body to engage an employee or volunteer for a child-related activity.

There is a two stage application process:

1. Complete the online form and print the application receipt ([http://www.justice.tas.gov.au/working\\_with\\_children/application](http://www.justice.tas.gov.au/working_with_children/application))
2. Take the application receipt to Service Tasmania with Evidence of Identity and Payment

**Only after applicants have completed the second stage (Service Tasmania) will there be an ability to track progress of the application online.**

**Importantly, it is an offence for a person to commence in a regulated child related activity unless they have completed both stages of the application process.**

To check if a person has completed both stages use [Check Registration Status](#) to review registered details.

- Enter **Application number** and **Surname**
- If an applicant has completed both application stages the website will display a message about where the application is in respect to a final decision.
- **If both stages have not been completed there will be no search result.**
- **Importantly, if an application has been refused there will be no search result.**

If this is the case you should raise this with your volunteer or employee to ensure they complete both stages of the application process. If you have previously viewed the progress of an application and can no longer obtain a search result for that same applicant it may be that the applicant has been advised of a negative result. In which case you should discuss this with the applicant as they should not be engaged in a regulated activity until they either hold registration or the website provides evidence of an application being processed.

## Part G: How will you know if registration is suspended or cancelled?

This is important information because if a person's registration is suspended or cancelled it is an offence for your organisation to engage that person in a child related activity. Employer or Volunteer bodies will be advised of any important change to the status of a registrant where the organisations details are correctly recorded against a card holder.

**It is important that employers and volunteer bodies confirm that their correct contact details are recorded against all people that require registration to work or volunteer with vulnerable people for their organisation.**

In order to review a person's current registration status (including the bodies they have listed) all you will need is a person's Application/Card number and Surname.

Use [Check Registration Status](#) to review registered details:

- Check the current details for your organisation by selecting **View / Update Details**
- To add a new organisation click **Add Employer**
- Once you have entered the details the applicant will receive notification that new organisation details have been added to their record.

If you are an employer or volunteer organisation, you must not accept the Working with Children Registration Card or any other paper 'evidence' as proof of registration.

You must use [Check Registration Status](#) to verify if someone has Working with Children Registration.

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## For more information contact

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