



## **POLICY TITLE:**

# **Working With Vulnerable People Policy**

**RELATED POLICIES:** Bowls Australia Child Safeguarding Policy

Bowls Australia Member Protection Policy

**RESPONSIBLE OFFICERS:** Chief Executive Officer

**AUTHORITY:** Chief Executive Officer

**APPLICABLE FORMS:** Nil

**APPROVED:** March 2023

**NEXT REVIEW DATE:** March 2026

## **Bowls Tasmania Working with Children and Vulnerable People Policy**

### **Overview**

This policy has been developed to meet Bowls Tasmania's obligations under the Tasmanian Government's *Registration to Work with Vulnerable People Act 2013*. It informs Bowls Tasmania, its regions and clubs of their responsibilities, and the procedures they must follow when working or volunteering with children and vulnerable people in Tasmania.

As a locally developed policy, the Bowls Tasmania Working with Children and Vulnerable People Policy operates within the National Integrity Framework policies which have been adopted by Bowls Australia.

The term *Vulnerable People* covers children and adults who are deemed vulnerable. Children are defined as young people yet to attain the age of 18.

*Registration to Work with Vulnerable People legislation* aims to reduce the potential for sexual, physical, psychological, emotional or financial harm or neglect of children and vulnerable people in Tasmania.

*Registration to Work with Vulnerable People* provides a screening process for people working or volunteering in sporting organisations.

Bowls Tasmania, its regions and clubs are liable if there are people operating in their club or association who should be registered but do not hold a current *Registration to Work with Vulnerable People*. Monetary fines may apply to people who contravene the *Registration to Work with Vulnerable People Act 2013*.

Bowls Tasmania will apply and enforce this Working with Children and Vulnerable People Policy in a consistent manner that conforms to policy frameworks of Bowls Australia.

### **Scope of this Policy**

Bowls Tasmania's Working with Children and Vulnerable People Policy is applicable to all its members, non-member participants, volunteers and employees at all times during their participation in activities conducted by Bowls Tasmania, its regions and clubs.

This policy applies to activities within the Tasmanian jurisdiction, and at all times, when teams or individuals from Tasmania are competing at interstate and international events.

Activities are defined as a cultural, recreational, sporting, community activity or service provided primarily for children and vulnerable people by Bowls Tasmania, its regions or clubs.

### Who must apply for Working with Vulnerable People Registration?

All persons required to be registered under the *Registration to Work with Vulnerable People Act, 2013*, or in positions deemed by Bowls Tasmania to be mandatory, must hold a registration to be involved in child or vulnerable person related activities.

Specifically the law requires the following persons involved in lawn bowls in Tasmania to be registered:

- Bowls Tasmania employees whose duties bring them into contact with children or vulnerable people
- Bowls Tasmania board directors and affiliate board directors, and region and club board directors and affiliate board directors
- Bowls Tasmania and region and club junior development coordinators and volunteers
- Coaches (at state, region and club level) and officials working with children or vulnerable people
- State team officials, managers and chaperones travelling with children or vulnerable people
- Member Protection Information Officers
- Tournament Directors conducting junior events
- Additional parent help in bowls activities where the parents are designated officials.

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### Optional Registration

Registration is optional for the following persons involved in lawn bowls.

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- Official or grounds persons where their work does not ordinarily involve contact with children or vulnerable people for extended periods without other adults being present

## People who should NOT apply for Registration

Children under 16 years of age

## Pending application for Registration

Bowls Tasmania, its regions and clubs may allow a person to commence a role with Bowls Tasmania and/or its affiliates while an application is being processed provided that a risk management plan is in place and they are supervised at all times by a registered person.

The risk management plan is to mitigate risk of harm to vulnerable people and provide a description of the activity for which the person is engaged, including consideration of the appropriate supervision by a registered person.

## Procedures and implementation

Bowls Tasmania and its regions and clubs will complete the following procedures:

1. All people within Bowls Tasmania and its regions and clubs will be advised of their responsibilities for Registration to Work with Vulnerable People. New members, other participants, and parents will be informed of Bowls Tasmania's Working with Children and Vulnerable People Policy.
2. This policy will be communicated through Bowls Tasmania's website and social media.

## Related Policy Information

Breaches or failure to comply with this policy will be managed in accordance with the relevant sections set out in National Integrity Framework. Serious breaches will be subject to criminal justice proceedings that could result in fines or other penalties.

The Bowls Australia Child Safeguarding Policy – Appendix 1 makes it clear that there are some roles within regions and clubs that are child-related positions. These positions include people who have a perceived or actual level of authority (including from a child's perspective) and a person who has access to a child's personal information like where they live etc. This would include board and committee members potentially, given they are "in charge" of the running of the region or club and could easily be perceived as a person in authority, particularly by a child. Just because people do not have face-to-face contact with children, does not mean they do not need a WWVP card.

The same principles apply to vulnerable adults who include people who may not be able to take care of themselves or who may not be able to protect themselves against harm or exploitation by reason of age, disability, mental illness and the like.

Some of the risks that could arise include:

A club member using the membership details of a child or vulnerable adult to make contact away from the club itself and engage in inappropriate or unlawful behaviour.

A club uses social media to promote activities and events and club members engage in communication online – again this can result in inappropriate or unlawful conduct either online or in-person.

This Policy will be reviewed by Bowls Tasmania every three years or more frequently if required and provided to all regions and clubs.