



**Ice Hockey Western Australia**  
**Working with Children Procedures 2016**

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Version: 1.1

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## 1. Purpose

Ice Hockey Western Australia (IHWA) is committed to promoting a safe and enjoyable environment for junior members to participate in ice hockey. This procedure informs IHWA members of how to comply with Working with Children (WWC) responsibilities and legal obligations in line with the *Working with Children (Criminal Record Checking) Act 2004* (the WWC Act) to ensure the protection of members under the age of 18 years old.

## 2. IHWA Ethics Framework

IHWA have adopted the following ethics framework by which members are accountable in their behaviour and conduct or actions:

- Member Behaviour Policy 2016
- IHWA Complaints Procedures 2016
- IHWA Codes of Behaviour and Ethics 2016
- IHWA Working with Children Guidelines 2016
- IHWA Communication Policy 2016
- IHWA Record Keeping Policy 2016

## 3. Who is bound by this Procedure

This procedure applies to all registered IHWA members who hold a paid, unpaid (voluntary) position with the State Association. IHWA require member associations and clubs to adopt and recognise this policy that ensure compliance with their legal obligations under the WWC Act.

## 4. Checks for volunteers working with Children

All IHWA members who work with children under the age of 18 years old in any capacity must:

- Sign the Member Protection Code of Ethics and Conduct 2016
- Hold a current WWC Card within five days of commencing contact with children under 18 years old as required by the Act

## 5. Associated fees for Working with Children Checks

Any associated costs will be reimbursed by IHWA where a check is required to in line with their voluntary duties for the State Association. For the 2016 season WWC checks cost \$11.

## 6. What is a Working with Children Check

*Working with Children (Criminal Record Checking) Act 2004* (the WWC Act) legislates for all organisations to undertake compulsory screening for those who undertake child related work in Western Australia.

The WWC check is a screening required for IHWA members who engage in paid or unpaid work with children and is a live check over the three years a card is valid. This includes members who duties involve with a child:

- physical contact
- oral communication, whether face to face, by telephone or otherwise
- electronic communication

It is an offence for IHWA or any of the member associations to engage a person in child-related work without a WWC Card or knowledge of their exemption. The WWC Act provides a five day grace period (in most instances) to allow for unforeseen circumstances where a

member may find they have volunteered to hold a position without holding an a current WWC check before penalties may apply.

Positions that relate to child related work includes:

For all teams who have any members who are under 18 years old:

- Coach
- Assistant coach
- Manager
- Equipment manager
- Physiotherapist

For IHWA state association office bearers:

- Administrators
- Directors
- Coordinators
- Advisors
- Executive and committee members
- Referees (though paid a nominal sum, referees are considered volunteers)

## **7. Exemptions from a WWC check**

All members who work or volunteer their time on behalf of IHWA or associated organisation are required to hold a WWC card except:

- Volunteers and unpaid students on placement who are under 18 years of age
- Parents volunteering within the organisation where their child is also involved.
- Short term visitors to Western Australia carrying out child-related work during the period of two weeks after their arrival in Western Australia, and for no more than two weeks in any period of 12 months.

Exemption **do not** apply to parents volunteering at overnight camps attended by their children.

## **8. How to apply**

The WWC Check application form is available at authorised [Australia Post outlets](#) throughout the State. Please provide proof of your application to your club or IHWA while waiting for your WWC card to arrive. Once received, please provide a copy to be kept on file.

## **9. Renewal of WWC Cards**

Application for renewal of a WWC card should be lodged one month prior to the expiry of the card. Either by:

- re-applying and completing a WWC Check application form and lodging it at
- authorised Australia Post outlet; or
- by completing the online renewal form on the WWC Check website.

## **10. Review**

This procedure will be reviewed annually.

## 11. Version control

<b>Version</b>	<b>Date</b>	<b>Changes</b>
1	2 February 2016	Initial procedure for consultation
1.1	1 April 2016	Minor update – formatting and proofing