

## **Working with Children Policy**

### **Purpose:**

To enable the Association to meet the NSW state government legislative requirements of the *Child Protection (Working with Children) Act 2012* and contribute to child safe practices relating to employees and contractors of the Association.

### **Objectives:**

1. To ensure the safety of children in IGSA activities
2. To ensure the suitability of employees and contractors, as part of their association with any IGSA activities
3. Prevent people with a criminal history which affects their suitability to work with children participating in IGSA activities

All relevant employees and contractors, as defined by the scope of this policy, must undergo a Working with Children Check (WWCC or its equivalent) as a means of ensuring that the above objectives are met.

### **Scope:**

This policy applies to all existing, new and prospective employees, contractors and volunteers who are to be engaged in child-related work and services with IGSA.

### **Process:**

#### **Heads of Sport, Co-ordinators and Coaches**

In order to ensure that all officials have the required Working with Children Checks, the following will apply:

1. The IGSA office will require the list of nominated officials from each school prior to the competition commencement so that the office can complete the WWCC requirements.
2. The approved list of names will be supplied to the convener by IGSA prior to week 1.  
Please note, if the list from the school is not received in a timely fashion, and IGSA is unable to complete the relevant checks, the game/s cannot go ahead.

If you are unable to comply:

1. If a substitute official is required, the Head of Sport must send the name, date of birth and WWCC number of the substitute official to IGSA's Sport Co-ordinator, Paul Brotherson, with sufficient time prior to the game commencing for a check to be completed.
2. If there is no approved official, then the school may provide a school-employed coach or staff member to act as an official.

Please note, if a substitute official is used and IGSA is informed retrospectively, the Head of School will be notified of the breach of policy.

### **Conveners**

In order to ensure that Conveners take responsibility for working with us to ensure that officials have the required Working with Children Checks, the following will apply:

1. The convener must read the updated handbook and complete and return their contract.
2. The convener must attend, or complete online, the updated seminar.
3. The convener must sign the Venue Convener declaration each week to confirm that there are no officials who are not on the approved list of officials supplied by the IGSA office.
4. If there is no approved official, then the school may provide a school-employed coach or staff member.
5. If the schools cannot provide a school-employed coach or staff member, then the match must not go ahead and matches at the venue will be cancelled.

### **IGSA**

In order to ensure that all officials have the required Working with Children Checks, the following will apply:

1. Once the list of school officials and their WWCCs have been received, the Office will confirm and record the status of each official's WWCC.
2. The list of officials who have been approved by IGSA will be supplied to each convener for reference each week.
3. If time allows, IGSA Sport Co-ordinator, Paul Brotherson, will confirm any substitute officials' names prior to the game commencing.
4. IGSA Sport Co-ordinator, Paul Brotherson will cancel any games where the Office has not received an official's WWCC or been able to complete the required check.