



# CROQUET NSW

## CHILD PROTECTION POLICY

*Effective 27<sup>th</sup> March 2018*

<b>Date</b>	<b>Revision History</b>
08 April 2015	Copied from Handbook and Reformatted
17 April 2015	Amended by Jacky McDonald
05 April 2016	Erratum and update by S.Thornton
23 Feb 2018	Addition of Review period and date

<b>Review Period</b>
Every 5 years
<b>Review Dates</b>
2021



# CNSW Child Protection Policy

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## BACKGROUND

In 2013, Australia introduced a system aimed at ensuring that the safety, welfare and wellbeing of children are maintained at all times during their participation in sport and recreation activities. Employees and volunteers who work with children (a child is defined as a person who is under 18 years of age), are required to have a valid Working with Children Check (WWC Check). Each state has its own system and The Office of the Childrens Guardian [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au) is the responsible NSW Government Agency. The NSW WWC Check is valid for five years within NSW and for 30 days outside NSW.

## COMMITMENT

Croquet NSW (CNSW) is committed to promoting a safe environment for all children and young people whilst under our control and CNSW aims to assist staff, coaches, officials and volunteers in recognising Child Abuse and to follow the appropriate reporting and notification procedures.

## IMPLEMENTATION

1. Croquet Clubs affiliated to CNSW must implement this policy immediately and the Management Committee (or equivalent) of each club should consider this a governance issue;
2. People who are employed to work with children are required to have a WWC Check;
3. Volunteers (being parents, guardians and other close relatives) who coach or manage a team or group that includes their child or close relative do not need a WWC Check, however anybody else who coaches or in other ways assists a child in the sport of croquet or a related sport is required to have a verified WWC Check. For volunteers, obtaining the WWC Check is free of charge;
4. To obtain a WWC Check, members should complete the on-line application through the NSW Office of the Children's Guardian and verify their identity at a NSW Roads & Maritime Centre;
5. Once they receive their WWC Check number, the member must provide the WWC Check document **plus the additional details specified in the document** to the secretary of their croquet club who must pass it on to the Secretary of CNSW. The Club Secretary is encouraged to provide all the detail required via email to [secretary@croquet-nsw.org](mailto:secretary@croquet-nsw.org) or by mail to the CNSW Office. CNSW **does not** need to see a copy of the document;
6. CNSW has registered as the employer so once details are provided by a club CNSW verifies the WWC Check's through the Office of the Childrens Guardian online system. Any mismatch of details result in the verification failing. **Until the WWC Check is verified by CNSW, it cannot be used.** CNSW will maintain a record of Checks that have been verified;
7. It is suggested that Clubs should be conversant with the Play by the Rules information provided by the Australian Sports Commission. It promotes safe, fair and inclusive sport.

END

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