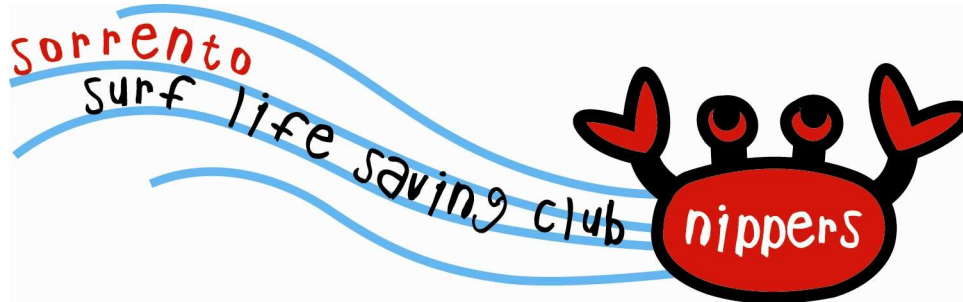


Nippers Policy and Procedures

Working with Children Checks

Effective Date: 1 October 2011



Related Documents:

Life Saving Victoria WWCC Policy

Sorrento SLSC WWCC Policy (pre 2011 verbal only)

Purpose:

This procedure has been developed to ensure that Sorrento Nippers complies with the requirements of the Life Saving Victoria WWCC Policy and that the required documentation is provided, checked and retained for all nominated positions.

Background:

The Working With Children Act 2005 requires that people undertaking volunteer activities with children must undergo a Working With Children Check (WWCC). A WWCC is required for all people (over 18 years of age) who have regular direct contact with children where that contact is not directly supervised by another person.

There can be serious ramifications for the Club if the WWCC requirements are not met and compliance with these requirements is consistent with our desire as a club to provide a safe and enjoyable environment for our nippers.

All patrolling members of Sorrento SLSC are required to have a WWCC.

Procedure:

All people undertaking the following roles within Nippers must obtain a WWCC:

Nippers Coordinator

Age Group Managers

Competition Coordinators

Water Safety Personnel

First Aiders

Volunteers who Assist Program and Work Unassisted with Nipper Children

It is worth noting that at this stage parent helpers are not required to have a WWCC as long as they always work in conjunction and in attendance with the Age Managers.

Once the occupants for these positions have been identified for the coming season, they will be required to present their WWCC card and a copy of the card will be retained for Club records.

If an occupant does not currently possess a WWCC card they will be required to apply immediately and provide a copy of the application receipt. The check process can take several months so all nominated persons who do not have a WWCC must apply by 30 September.

If a nominated person does not possess a WWCC they will not be permitted to undertake any role where a WWCC is required.

Responsibilities:

Activity	Responsible Person	Deadline
Nomination of occupants of positions and request for WWCC	Nipper Coordinators	Mid Sept
Sight and copy WWCC card for each nominated position and maintain checklist	Nipper Secretary	1 December
Store copies of WWCC cards securely	Nipper Secretary	1 December
Annual on line check for current WWCC card holders	Nipper Coordinators	30 September

Date for Review:

This procedure is to be reviewed annually in August by the Nipper Coordinators and Nipper Secretary following the election of club positions and ratified by the Nipper Committee in September.

Nipper Coordinator Name:

Signature:

Club President:

Signature: