



Philharmonic South West Orchestra Working With Children Check Policy

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Next review date: April 2024

Reviewed by: Magdaleen Arangies (secretary)

Approved by: Celestine Pfuhl (Chair)

The Working with Children (WWC) Check is a compulsory screening strategy in Western Australia and the Christmas and Cocos (Keeling) Islands for people who engage in certain paid or unpaid work with children, described as 'child-related work' under the *Working with Children (Criminal Record Keeping Checking) Act 2004 (the WWC Act)*.

The purpose of this policy is to outline Philharmonic South West Orchestra's obligations, responsibilities and expectations under the WWC Act.

This policy is to be read in conjunction with the following documents and legislation:

- PSWO Child Safety & Wellbeing Policy;
- PSWO Code of Conduct;
- PSWO Complaints & Reporting Procedure;
- *National Principles for Child Safe Organisations*;
<https://www.wa.gov.au/organisation/departments/national-principles-child-safe-organisations>
- *Working with Children (Criminal record Checking) Act 2004*; and
- *Working with Children (Criminal Record Checking) Regulation 2005*.

Definitions

- **Child** means a person who is under the age of 18 years.
- **Employee** refers to paid and unpaid people over the age of 18, working for the organisation. This includes all volunteers and people who hold roles on the Committee of Management (COM) and includes any adult person engaged by the organisation and who may work directly with or around children at any time.
- **Contact** means any form of physical contact, any form of communication, whether face to face, by telephone or otherwise and any form of electronic communication. **Contact** does not include contact in the normal course of duties between an employer and an employee and volunteers or between employee and volunteers of the same employer
- **Member** means an individual who is a member of Philharmonic South West Orchestra
- **Voluntary work** is where an individual receives no financial reward or remuneration. A person who receives payments that just cover costs of carrying out their child-related work is considered to receive "no financial reward" and is considered to be a volunteer by the WWC Screening Unit.

- **WWC Act** pertains to the *Working with Children (Criminal Record Checking) Act 2004*.
- **WWC Check** pertains to the Working with Children Check.

Background

Under the WWC Act, people whose usual duties of work involve (or are likely to involve) contact with a child in connection with one or more categories of child-related work and where no exemptions apply, are required to have a WWC Check. Philharmonic South West will take all reasonable steps to identify who within the club/association is in child-related work and if a WWC Check is required.

Obligations

Philharmonic South West Orchestra has an obligation to comply with the WWC Act. When seeking nominations or expressions of interest for appointments (paid or voluntary) Philharmonic South West Orchestra will provide the applicant with information regarding the screening process and the specific criteria for the position. Philharmonic South West Orchestra will keep and maintain accurate records of all individuals with a current WWC Check and periodically check the validity of a WWC Check, for both new and existing employee and volunteers.

Employee and volunteers and members have a responsibility to comply with all requirements to the satisfaction of Philharmonic South West Orchestra. In the event that individual circumstances change and contravene this policy and the WWC Act, it is the responsibility of the individual to notify Philharmonic South West Orchestra. Where an employee or volunteer engaging in child-related work refuses to obtain or renew a WWC Check, Philharmonic South West Orchestra will remove them from child-related work.

In the event that Philharmonic South West Orchestra receives notification of a Negative Notice or Interim Negative Notice, Philharmonic South West Orchestra will cease to engage the individual in child-related work.

Confidentiality

It is critical that confidentiality is maintained at all times. Information obtained during the screening process will not be provided to any person who is not authorised to access such information.

Philharmonic South West Orchestra will ensure that only Authorised Representatives will sign WWC Check applications and confirm online renewals and that the Chair will be nominated as the Authorised Representative to receive the outcomes.

Interstate Travel

Philharmonic South West Orchestra employee and volunteers travelling with children to another state or territory will comply with the screening requirements of that particular state or territory.

Policy Application

This policy applies to all Philharmonic South West Orchestra employees and volunteers, members and all other people or organisations which by agreement or otherwise, are bound to comply with this policy.

This policy applies to behaviour occurring during the course of Philharmonic South West Orchestra rehearsals, performances, activities, competitions and events.

Responsibilities

Philharmonic South West Orchestra's role and contribution in making this policy work is to take all reasonable steps necessary to ensure that everyone in the organisation knows:

- What the WWC Check is;
- What this policy represents and their roles and responsibilities.

This will be achieved by:

- Placing the safety and welfare of children above other considerations;
- Raising awareness of the WWC Check and the organisation's compliance requirements throughout the organisation;
- Appointing a WWC Check Registration Officer;
- Identifying the categories of child-related work that the organisation's employee and volunteers and volunteers in;
- Keeping adequate records that demonstrate our compliance with the WWC Act;
- Checking, recording and validating WWC Cards of all new employee and volunteers notifying the WWC Screening Unit of new employee and volunteers who already have a WWC Card from a previous employer;
- Periodically checking and recording that all current employee and volunteers WWC Cards are valid, current and have not been cancelled;
- Having a strategy to ensure employee and volunteers engaging in child-related work renew their WWC Cards every three years, before their WWC Cards expire;
- Having a strategy in place to ensure that any employee and volunteer issued with an Interim Negative Notice or Negative Notice does not engage in child-related work;
- Educating employee and volunteers and members on this policy and procedures; identifying that they will be required to comply with this policy and outlining the possible consequences associated with breaches of this policy;
- Providing opportunities for the sharing of best practice and feedback through meetings and forums;
- Reporting any concerns to the State Association, WA Police, WWC Screening Unit as required; and
- Reviewing this policy and updating as required every 12 months.

Policy Breaches

Philharmonic South West Orchestra will take all breaches of the policy seriously and will ensure they are dealt with promptly, sensitively and confidentially. Disciplinary action may be taken against a person who is found in breach of this policy, in accordance with the Philharmonic South West Orchestra Complaints & Reporting Procedure.