

WORKING WITH CHILDREN'S CHECK POLICY

Purpose

Melbourne Central Basketball Association (MCBA) is committed to providing a safe environment for all children and young people participating in basketball activities.

This policy outlines MCBA's requirements regarding Working with Children Checks (WWCC), screening, verification and ongoing monitoring to ensure compliance with Victorian legislation and the Victorian Child Safe Standards.

MCBA recognises that screening is one component of a broader commitment to child safety and does not replace the responsibility of all employees and volunteers to promote and protect the safety and wellbeing of children.

Scope

This policy applies to all persons involved with MCBA, including but not limited to:

- Employees
- Contractors and consultants
- Coaches
- Assistant coaches
- Team managers
- Referees
- Referee coaches and mentors
- Committee and Board members
- Child Safety Officers
- Volunteers
- Any other person who performs child-related work on behalf of MCBA

Policy Statement

MCBA is committed to ensuring that all individuals performing child-related work maintain an appropriate and current Working with Children Check (WWCC) or equivalent approved screening credential where applicable.

MCBA adopts a best-practice approach and may require screening regardless of any legislative exemption where considered necessary to support child safety and risk management.

No individual may commence or continue in a child-related role where they fail to meet MCBA's screening requirements.

Definition of Child-Related Work

For the purpose of this policy, child-related work includes any role where a person:

- Has direct contact with children or young people under 18 years of age;
- May have unsupervised access to children;
- Supervises, coaches, manages or mentors children;
- Participates in the delivery, administration or governance of programs involving children; or
- Has responsibilities that influence the safety and wellbeing of children participating in MCBA activities.

Where uncertainty exists regarding whether a role requires a WWCC, MCBA will adopt a precautionary approach and require screening.

Working with Children Check Requirements

The following individuals must hold a current and valid Victorian Working with Children Check (Volunteer or Employee as applicable):

- Employees of MCBA
- Coaches and assistant coaches
- Team managers
- Referees and referee coaches
- Board and Committee members
- Child Safety Officers
- Volunteers involved in junior programs
- Any other person determined by MCBA to be undertaking child-related work

Individuals under the age of 18 years are not required to hold a Working with Children Check unless otherwise required by law.

Responsibilities of Individuals

All persons required to hold a Working with Children Check must:

- Obtain a valid WWCC before commencing child-related duties.
- Ensure their WWCC remains current at all times.
- Nominate MCBA as an organisation linked to their WWCC where applicable.
- Notify MCBA immediately if:
 - Their WWCC is suspended, cancelled or revoked;
 - They receive an Interim Negative Notice;
 - They receive a Negative Notice; or
 - They become aware of any matter that may affect their eligibility to hold a WWCC.
- Comply with all MCBA Child Safe Policies, Codes of Conduct and procedures.

Failure to comply with these requirements may result in a person being unable to undertake child-related work for MCBA.

Verification and Record Management

MCBA will maintain a secure register of all required Working with Children Checks.

The register may include:

- Full name
- WWCC card number
- Expiry date
- Verification date
- Role within MCBA

MCBA will:

- Verify WWCC details before a person commences in a child-related role.
- Maintain records of screening requirements.
- Conduct periodic audits of WWCC records.
- Monitor upcoming expiry dates where practicable.
- Take reasonable steps to ensure all required screenings remain current.

The responsibility for maintaining a valid WWCC remains with the individual.

Renewal of Working with Children Checks

A WWCC is generally valid for five years, subject to ongoing monitoring by the Victorian Government. Individuals are responsible for renewing their WWCC prior to expiry.

MCBA may issue reminders regarding upcoming expiry dates, however failure to receive a reminder does not remove an individual's responsibility to maintain a valid WWCC.

Any person whose WWCC expires must immediately cease undertaking child-related work until a valid WWCC is obtained.

Statutory Declarations and Additional Screening

In addition to a Working with Children Check, MCBA may require employees and volunteers to complete:

- Child Safety declarations;
- Annual screening declarations;
- Disclosure forms relating to conduct or disciplinary matters;
- Other screening or verification requirements deemed necessary by MCBA.

MCBA reserves the right to undertake additional recruitment, screening and reference-checking processes where appropriate.

Privacy and Confidentiality

MCBA is committed to protecting the privacy of personal information collected as part of the screening process.

Information relating to Working with Children Checks will:

- Be collected only for legitimate child safety and compliance purposes.
- Be stored securely.
- Be accessible only to authorised personnel.
- Be handled in accordance with applicable privacy legislation.
- Be retained and disposed of in accordance with MCBA's record management requirements.

Non-Compliance

Any individual who:

- Fails to obtain a required WWCC;
- Allows their WWCC to expire;
- Receives a Negative Notice or Interim Negative Notice;
- Fails to disclose changes that may affect their WWCC status; or
- Provides false or misleading information

will be suspended from duties, prohibited from participating in child-related activities, and subject to further disciplinary action determined by MCBA.

Related Policies and Documents

This policy should be read in conjunction with:

- MCBA Child Safe Policy
- MCBA Photography and Filming Policy
- MCBA Social Media and Electronic Communications Policy
- Basketball Victoria Member Protection Policies
- Victorian Child Safe Standards

Policy Review

MCBA will review this policy:

- Every two years; or
- Earlier where legislative changes, operational requirements or significant incidents indicate a review is required.

APPROVAL / VERSION CONTROL	
Original Policy Implementation Date	15 June 2023
Approved by:	MCBA Board
Updated:	September 2026
Next Review Date:	September 2028