

WORKING WITH CHILDRENS CHECK INFORMATION FOR VOLUNTEERS IN BASKETBALL

What is a WWCC and why do all adult volunteers need one?

A Working with Children Check (WWCC) is a Victorian Department of Justice and Community Safety review of a persons' criminal history and relevant professional conduct findings. The Department of Justice and Community Safety assesses, and continually reassess, a persons risk to children. This is to help ensure children are protected from sexual or physical abuse. The WWCC screening process focusses on serious sexual, violence and drug offences.

It is important to note that a WWCC is only one of a range of screening tools used by basketball. As well as initial screening methods such as WWCC, basketball has Child Safeguarding Policies and Practices, as well as ongoing Child Safety training and a Child Safeguarding Code of Conduct to help ensure the safety of our members, particularly children and young people.

What are my basketball association or club responsibilities?

It is important that all associations and clubs are aware of their obligations in relation to Working with Children's Checks (WWCC). The Victorian Government has legislation that requires all adults who work with children, including in volunteer positions, to have a current and valid WWCC.

This includes any adult who will have, or is likely to have, individual and/or unsupervised contact with children. In basketball settings this includes but is not limited to all coaches, team managers, referees and referee coaches. All adults in official positions within associations or clubs, including committee and board members, are required to have a current and valid WWCC. Committee and board members must have a current and valid WWCC, whether or not they have individual and/or unsupervised contact with children.

The Working with Children Act includes offences carrying very high penalties for non-compliance. Those offences apply not just to those people working with the children but to their supervisors, organisations appointing them and committee or board members of those organisations.

How do I apply for a WWCC?

Applying for a WWCC is easy and free for volunteers. A WWCC can usually be applied for completely online via <https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>.

If you already have a WWCC you do not need to apply for a new card when commencing a role in basketball. Please ensure that you provide a copy of your existing card to your club or association and that you update your organisation's to include your basketball association or club on the Services Victoria website via <https://www.service.vic.gov.au/find-services/work-and-volunteering/working-with-children-check/update-your-working-with-children-check-details/start>.

How does my basketball association or club check if my card is valid?

The status of a WWCC can be confirmed via <https://service.vic.gov.au/services/working-with-children-check-status-checker/transaction#check>. Please note that multiple cards can be checked at once.

All adults who require a WWCC must also include Basketball Victoria, or the relevant member association or club, as an organisation where they work or volunteer. This means that if there is a change to the status of an individual's card, the relevant organisation will be informed.

What do I need to do if I am exempt from requiring a WWCC?

There are some exemptions included in the Victorian Working with Children Act. Exemptions include teachers who hold a current and valid Victoria Institute of Teaching (VIT) registration and current Victoria Police members. All people within basketball who fall into either of these categories, but who would otherwise be required to have a WWCC, must provide sufficient evidence of their VIT or Victoria Police membership status.

For teachers this includes providing a copy of their VIT card. Associations and clubs must store and check the validity of this registration in the same way they would a WWCC, via <https://www.vit.vic.edu.au/search-the-register>.

For Victoria Police members this includes providing a copy of their Victoria Police identification. Associations and clubs must collect and store a copy of this card in the same way they would collect and store a copy of a WWCC or VIT card.

The Act also exempts parents where their children are playing in the team in which the parent is involved as a coach or in another official role. Also exempt are adults where all children in a team are closely related to the person. Basketball Victoria, however, will not recognise these exemptions and will require those parents or close relatives to have a WWCC.

Please note that people under 18 are exempt from requiring a WWCC.

Do I need a Victorian WWCC if I have an interstate WWCC or equivalent check?

If you live interstate and are volunteering in Victoria for less than 30 days, you can use your existing WWCC or interstate equivalent. This is relevant to coaches and team managers who travel to Victoria for basketball tournaments, competitions or camps.

If you are moving, or staying and would like to apply to volunteer in basketball in Victoria for longer than 30 days, you must apply for a Victorian WWCC.

What is the Basketball Victoria Member Protection Declaration and why do I need to complete one?

In addition to the Working with Children Act, all Basketball Victoria affiliated associations and clubs must comply with the screening requirements outlined in the Basketball Victoria Security Vetting Policy and Child Safeguarding Policy.

The Basketball Victoria Member Protection Declaration (MPD) must be completed by each person required to provide a WWCC. This declaration covers a variety of matters outside the WWCC. The MPD can be found here - [BV Member Protection Declaration](#)

What happens if I cannot truthfully agree to the Member Protection Declaration

If a person cannot truthfully agree to the declaration, that person may write to the Registrar of the Member Protection Tribunal (integrity@basketballvictoria.com.au), setting out the reason why the declaration cannot be truthfully agreed to. The Registrar of the Member Protection Tribunal will then decide whether an alternate declaration is provided that the person can truthfully agree to.

If the Registrar of the Member Protection Tribunal deems that an amended declaration cannot be authorised, that person cannot hold any position within basketball that requires a MPD.

Please note that there are very limited circumstances when an alternate MPD would be provided. The MPD is a separate document to the WWCC and under no circumstances is a person allowed to hold a role that requires a WWCC if they do not hold a current and valid WWCC.

Do all coaches and team managers have to be registered on PlayHQ?

All coaches, assistant coaches and team managers are required to be registered on PlayHQ, before the commencement of each new season or when there is a change of appointment. This is a separate requirement to the WWCC and Member Protection Declaration.

Please note that all associations and clubs have an obligation to ensure and check that all coaches, assistant coaches and team managers have been registered on PlayHQ, before they commence in the role.

Does the status of a WWCC need to be checked on the Services Victoria website even when someone has registered their WWCC details on PlayHQ?

The status of all WWCC need to be confirmed on the Services Victoria website. Registering WWCC details on PlayHQ alone is not enough to ensure that a card is current and valid.

The status of individual's WWCC should be checked regularly, for example at the start of each new season. The most efficient way to do this is by uploading the details of all relevant cards at the same time via <https://www.service.vic.gov.au/services/working-with-children-check-status-checker/transaction#bulkCheck>.

Further information can be obtained via www.justice.vic.gov.au/workingwithchildren.

Any further questions

If you have any queries in relation to WWCC or other screening requirements, please contact Basketball Victoria's Child Safeguarding Adviser via child.safety@basketballvictoria.com.au or Basketball Victoria Integrity via Integrity@basketballvictoria.com.au.