

High Level Procedures

Working with Children (WWC)



Pony Club WA has a staff member dedicated to implementing WWC legislation within the Association.

RESPONSIBILITIES

- All employees, volunteers, students and self-employed people who engage in child-related work must apply for a WWC Check or hold a current WWC Card.
- WWC Cards of any new employees, volunteers or students who already hold current WWC Cards from other child-related work they engage in are validated and registered to Pony Club WA.
- All current WWC card holders renew their WWC Card before it expires if they are continuing to engage in child-related work.
- A person is not be engaged in child-related work if they are known to have been convicted of a Class 1 offence committed when an adult.
- A person is not be engaged in child-related work if they have been issued with an Interim Negative Notice, Negative Notice or if they have withdrawn their application for a WWC Check.
- The WWC Screening Unit must be notified if Pony Club WA reasonably suspect an employee, volunteer or student has been charged with or convicted of an offence which makes it inappropriate for them to engage in child-related work.

RECORD KEEPING

Pony Club WA maintains the following records:

- A list of all employees, volunteers and students identifying those engaged in child-related work.
- WWC check application numbers (where applicable), WWC card numbers and expiry dates for all employees, volunteers and students in child-related work.
- Copies of WWC cards for all employees, volunteers and students who engage in child-related work.
- All notifications received from the WWC screening unit.
- Copies of any WWC card validations from the WWC check website.
- Any interim negative notice(s) or negative notice(s) issued and the action taken by Pony Club WA.

This information is:

- stored securely
- remains confidential; and
- updated regularly.

MANAGEMENT

- An employee, volunteer or student **MUST** be removed from child-related work immediately if WWC Card has expired or if issued with an Interim Negative Notice or Negative Notice.
- Records about the Notice are to be maintained, remain confidential and the actions taken by Pony Club WA recorded.
- If an employee, volunteer or student withdraws their application for a WWC Check they cannot engage in child-related work.
- Information about withdrawals is to be recorded.

COMPLIANCE

- Pony Club WA will conduct an annual review and audit of Working with Children Policies and Procedures.

MEMBER EDUCATION

- Pony Club WA will maintain up to date information on the Pony Club WA Website
- Pony Club WA employees will attend Working with Children Seminars
- Pony Club WA will share updates with members through the E-Newsletter