



Penrith Cycling Club
Child-Safe, Child-Friendly
Policy & Procedures

This policy and procedure manual outlines the Penrith Cycling Club Child Protection Policy and how the Child Protection Policy is managed and maintained, and by whom.

This Child Protection Policy has been developed to comply with:

- Child Protection (Working with Children) Act 2012
- Child Protection (Working with Children) Regulation 2013
- Children and Young People (Care and Protection) Act 1998
- Cycling Australia Member Protection Policy.

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1. Child Protection Policy

Statement of Conduct for Working with Children:

The Penrith Cycling Club is committed to creating and maintaining the safest possible environment for all participants in cycling activities. It is the duty of all members, members' spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual or emotional abuse of children and young people with whom they come into contact.

Policy Statement

The Penrith Cycling Club is an incorporated entity which operates under affiliation with Cycling Australia and Cycling NSW.

The Penrith Cycling Club will prioritise its efforts to prevent the abuse of children occurring whilst children are involved in cycling programs.

The Penrith Cycling Club will take steps to prevent the abuse of children within the activities of the organisation through educating members and the implementation of work systems (i.e. probity screening and routine training).

The Penrith Cycling Club aims to be a Child Safe Organisation and it is the responsibility of all Club members to comply with the Child Protection Policy.

The Penrith Cycling Club will respond to instances or complaints of child abuse occurring within a program with procedures consistent with the expectations of the NSW Department of Family and Community Services, NSW Police, and the Cycling Australia Member Protection Policy.

Compliance training is required annually and prior to participating in a Child Related Work Event or Activity.

It is the policy of Penrith Cycling Club that all members who may work with children complete a "Working with Children Check – Volunteer", and their clearance is recorded by the Club's Verification Officer, who maintains a register of Clearances. The Club's VP-Juniors and any person involved with first aid must always have Clearance.

The Penrith Cycling Club Policy is that the Club Secretary will be the Verification Officer, store the WWC information securely and not share it with other parties, except in the special cases outlined further in this document. The Club policy is to review the position of the WWC Verification Officer annually, as part of the Committee election process.

Confidentiality

Under the Child Protection (Working with Children) Act 2012 all information relating to an individual is to be kept strictly confidential. Information is to be accessed by authorised individuals only as outlined in this policy and procedure manual and is not to be shared.

All members of the Penrith Cycling Club are to ensure confidentiality in all situations. In the event of a breach of the Child Protection Policy relevant information is to be provided as per "Reporting a Breach of the Child Protection Policy" on page 4.

2. Reporting a Breach of the Child Protection Policy

All Penrith Cycling Club members are expected to report to the Department of Family and Community Services Child Protection Helpline 132 111 any concerns that a child or young person is at “*Risk of Significant Harm*” (ROSH).

A child or young person is at *risk of significant harm* if the circumstances that are causing the concern for the safety, welfare or wellbeing:

- Are present to a significant extent.
- Are sufficiently serious enough to warrant a response by a statutory authority irrespective of a family’s consent.
- Are not minor or trivial.
- May reasonably be expected to produce a substantial and demonstrable adverse impact on the child’s safety, welfare or wellbeing.
- May be a single act or omission or an accumulation of these.

Risks of Significant Harm may relate to:

- Physical abuse.
- Sexual abuse (including grooming).
- Psychological harm.
- Relinquishing care (e.g. child/young person under 16 years not being allowed back home)
- Carer concerns (e.g. parent/caregiver substance abuse; parent/carer mental health; parent /carer domestic abuse)

What is the difference between inappropriate conduct and abuse?

There are some behaviours which demonstrate inappropriate conduct or misconduct but in all likelihood would not be regarded as abuse. For example: telling inappropriate jokes to children or making inappropriate comments on a one off basis, such as calling a child or young person ‘silly’ or ‘smelly’.

The Penrith Cycling Club deems this type of conduct as inappropriate and not acceptable provided it does not relate to:

- Allegations of sexual misconduct,
- Physical assault,
- Ill-treatment or neglect of a child, or is
- Psychologically harmful to a child,

The club will address the issue through the Complaints Procedures (see p10)

2.1. Procedure for Reporting Breach of Child Protection Policy

Who: Penrith Cycling Club Members

When: On reports or evidence of allegations or incidences of abuse

Immediately upon receiving a report of allegations or incidents of abuse, neglect or ill-treatment of children or young people, including by a Club member or volunteer. For the purpose of this policy Cycling Members or associated volunteers are;

- A member of any cycling club
- A paid employee of Cycling Australia and Cycling NSW
- A volunteer providing services to a cycling club program
- A spouse or partner of a member of any cycling club

Step 1 – Gather Information

Upon receiving information relating to allegations or incidents of abuse, neglect or ill-treatment of children or young people first collect information about the incident and risks involved. The points below cover information needed by the Helpline caseworkers and will help you determine what information to collect. This information will be provided via the Helpline and is critical to making an accurate assessment of suspected 'risk of significant harm' (ROSH).

Information	Child or Young Person	Parent / Caregiver / Other
Is there significant risk of harm to the child/young person?	<input checked="" type="checkbox"/>	
Name	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Date of birth or age	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Address	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone numbers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cultural identity or Aboriginality	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Language barriers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Disabilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
School details	<input checked="" type="checkbox"/>	
Care arrangements/legal status	<input checked="" type="checkbox"/>	

The next page has details of the information required for each category of harm. For all categories, make sure you provide information about when the person of interest will next have contact with the child (if known).

Harm category	Information required
Physical abuse	<ul style="list-style-type: none"> ▪ Description of injuries – type of injury and location on body. ▪ Who caused the harm? ▪ Medical treatment required and/or administered? ▪ How did the injury occur? ▪ Are the circumstances suspicious? Why? ▪ Details of any excessive discipline used. ▪ Did the injury result from domestic violence? ▪ Does the child fear for their life or safety or the safety of the non-offending parent? ▪ Do credible threats to kill or injure the child exist? ▪ Is the parent or carer's behaviour violent and/or out of control?
At risk behaviour	<ul style="list-style-type: none"> ▪ Homelessness – What are the current living arrangements? What are the risk factors? ▪ Are the whereabouts of the parents or carers known? Are they behaving protectively? How? ▪ Are the parents or carers able and willing to address the risk taking or serious self-harming behaviour?
Sexual abuse	<ul style="list-style-type: none"> ▪ Provide details of disclosure in the child's own words. ▪ When did the alleged abuse occur? ▪ What was the context of the disclosure? ▪ Is there a witness? ▪ Is there medical evidence? ▪ Information on the alleged offender (age, name, etc) ▪ Is the language and/or behaviour of the child extremely sexualised? Is this uncharacteristic of their age? ▪ Are the sexual behaviours reflective of the age group? ▪ Does a highly suspected perpetrator of sexual abuse have access to the child? ▪ Does the child require immediate medical treatment and was this administered? ▪ Is the child extremely fearful of being in the home? ▪ Does the non-offending parent believe the child and are they supportive?
Pre-natal	<ul style="list-style-type: none"> ▪ Are there any parental risk factors (substance abuse, mental health, disability, homelessness, etc.)? ▪ Are the parent or carer behaviours likely to seriously impact the child once it is born? ▪ Is there a birth alert with NSW Health? ▪ Is the anticipated due date within 14 days?
Neglect	<ul style="list-style-type: none"> ▪ Has the child suffered an injury or illness as a direct result of neglectful behaviour by the parent or carer? ▪ Has the parent or carer failed to provide adequate supervision? ▪ Detailed description of child's appearance. ▪ Did hazardous conditions in the home result in the injury or illness? ▪ Describe any relevant household conditions and/or state of the home ▪ Did parent or carer fail to obtain necessary medical and/or mental health care? ▪ Was the child diagnosed with malnutrition? ▪ Are the parents or carers behaviours a factor in the child not attending school (educational neglect)? What actions has the school taken? ▪ Is there a substance exposed new born? Have the parents made preparations for the infant? ▪ Is there a severe condition or pattern of parent or carer behaviour that presents an imminent risk?
Psychological harm	<ul style="list-style-type: none"> ▪ Detailed information on the child's emotional state. What have you observed? ▪ Do the child's symptoms relate to a persistent pattern of parent or carer behaviour, e.g. domestic violence? ▪ How does the parent or carer behave towards the child?

In this step, only gather the information presented to you, do not conduct further enquiries or an investigation.

Step 2 – Ring and Provide Information to the Help Line

Contact the Department of Family and Community Services Child Protection Helpline on 132 111 and provide the information received in Step 1.

Step 3 – Follow Instructions Given

Follow any recommendations or directions of the Helpline staff.

3. Identifying Child-Related Work Events or Activities

When organising a Penrith Club Cycling Event, the event organiser must refer to the below table to determine if the event is considered a Child Related Work Event or contains a Child Related Work Activity.

Does the event or activity provide programs or services for children (person under 18 years of age)?	Yes – This is a Child Related Work Event or Activity
Could the event or activity require direct contact (physical contact, face to face; without parent/care giver presence) with children?	Yes – This is a Child Related Work Event or Activity
Does the role involve work in a child related role, or child related setting?	Yes – This is a Child Related Work Event or Activity

The Junior Training Programs are examples of Child Related Work Events of Activities organised by the Penrith Cycling Club.

4. Holding a Child Related Work Event or Activity

In compliance with the Child Protection (Working with Children) Act 2012 the Penrith Cycling Club will not allow a person who is subject to a bar or interim bar to be involved in child related work. Furthermore, the Penrith Cycling Club will not allow any individual who otherwise presents an unacceptable risk to children to be involved in a Child Related Work Event or Activity.

The organiser (be it an individual or committee/team) of a Child Related Work Event or Activity is responsible for ensuring all applicable club members/volunteers have a Working with Children Check Clearance. This must be completed prior to the event or activity and the organiser must ensure compliance throughout the event.

4.1. Notification of Child Related Work Events or Activities

The organiser of a Penrith Cycling Club Child-Related-Work Event or Activity is required to advise all potential volunteers that a Working with Children Check Clearance is required to volunteer for the event or activity.

All sign-up sheets must clearly state the Child Related Work status.

For Example:

- *This is a Child Related Work Event and all volunteers need to have a current Working with Children Check Clearance.*
Or
- *This event includes Child Related Work Activities. Only volunteers with a current Working with Children Check Clearance may assist with these specific activities. Volunteers without clearance will be unable to assist with the Child Related Work Activities.*

4.2. Ensuring Volunteer Clearance for Your Child Related Work Event and/or Activity

Prior to Event of Activity

Who: Event Organiser and Verification Officer

When: At the completion of the Volunteer Sign Up process.

Step 1 – Provide Verification Officer with the Volunteer List

Provide the volunteer list to a Working with Children Check Verification Officer (WWC Verification Officer).

Include the date and location of the Child Related Work Event or Activity and the required date of return. (The required date of return is the date the organiser requires the volunteer list to be returned for planning purposes).

Step 2 – Schedule Volunteers

The volunteer list will be returned and a Notification of Volunteers without Clearance will be attached advising of any volunteers without a current Working with Children Check Clearance.

Schedule volunteers ensuring that all volunteers scheduled for Child Related Work Events or Activities have a “Working with Children Check Clearance”.

Step 3 – Notify Volunteers

Notify all volunteers of their positions as required and as appropriate. This includes any notifying any volunteers who could not be verified.

At the Event or Activity

The organiser of a Child Related Work Event (CRWE) or Child Related Work Activity (CRWA) must ensure all volunteers have a current Working with Children Check Clearance as per the advice of the club WWC Verification Officer.

Volunteers who just show up on the day – and have not completed the sign-up sheet and been confirmed by the Verification Officer as having a Clearance - are unable to participate in a CRWE or CRWA.

Post the Event or Activity

At the conclusion of the Child Related Work Event or Activity all documentation relating to the rostering of volunteers must be retained.

5. Application for Volunteer WWC Check Clearance

A Working with Children (WWC) Check is a requirement for people who work or volunteer in child-related work. It involves a national criminal history check and a review of findings of workplace misconduct.

The result of a Working with Children Check is either a clearance to work with children for five years, or a bar against working with children.

Cleared applicants are subject to ongoing monitoring and relevant new records may lead to the clearance being revoked.

Members of the Penrith Cycling Club at times engage in 'child-related work', as defined in the *Child Protection (Working with Children) Act 2012*. Accordingly, Penrith Cycling Club must ensure that persons seeking to volunteer in 'child-related work' have their Working with Children Check Clearance.

It is the policy of Penrith Cycling Club that all members who may work with children complete a "Working with Children Check – Volunteer", and their clearance is recorded by the Club's Verification Officer, who maintains a register of Clearances.

Who: Any person who may work with children as a volunteer at a Penrith Cycling Club event or activity.

When:

When preparing an event or activity determine whether those who may have contact with children have a valid Working with Children Check Clearance, or have applied to renew three months prior to expiration of current Working with Children Check.

How:

Step 1 – Apply for a Check

Follow these steps:

- 1) Go to website <https://wwccheck.cyp.nsw.gov.au/Applicants/Application#> to complete a Working with Children Check NSW
- 2) Complete all Personal details as they appear on your identification documents.
If you have changed your name you will be required to enter in your full name prior to your name change in the Additional names section. A change of name includes a name change due to marriage.
- 3) Complete your Birth details.
- 4) Complete Purpose for check by selecting Volunteer.
- 5) Complete Child-related sector by selecting "Clubs or other bodies providing services to children".
- 6) Complete the "Confirm Identity" section by providing the details of your identification document (for example: "Drivers Licence").

Important: An acceptable proof of identity document is required to complete this form. For example, a Drivers Licence or a NSW Photo Card.

Important: Details you provide in this section must match your proof of identity documents EXACTLY. If any part of the information differs your proof of identity may not be accepted by the Motor Registry / Council Agency.

- 7) Click the Next button.
- 8) Read and complete the Consent forms. Complete the security measure.
- 9) Click submit.

A New Application Receipt screen will appear, and will display your application number.

Step 2 – Complete the Application at a NSW Service Centre

Your application number along with your chosen identification used in Step 6 must be taken to a NSW Service Centre to complete the application.

Step 3 – Receive Notification and Advise Penrith Cycling Club

You will receive notification of your Working with Children Check status and number (if applicable).

The Working with Children Check number and your date of birth must be provided to a Penrith Cycling Club WWC Verification Officer. (The Penrith Cycling Club Secretary is the Verification Officer).

6. Complaint Procedure for Working with Children Check

All complaints relating to Working with Children Checks are to be conducted as per the Grievance Procedures. In the first instance contact a WWC Verification Officer, if they are unable to resolve your complaint the WWC Verification Officer will refer you to the appropriate contact or escalate to the Penrith Cycling Club committee.

6.1. Non Clearance

All Working with Children Checks are conducted by the Officer of the Children’s Guardian. Any queries regarding the receipt of a status other than a Clearance are to be directed to the Office of the Children’s Guardian <http://www.kidsguardian.nsw.gov.au/about-us/who-we-are/complaints>

6.2. Procedural Complaint

For all procedural complaints refer to the table below:

Area of Complaint	Suggested Action
Received WWC Number however not being scheduled for Child Related Work Activities or Events.	Provide WWC Check number to a WWC Verification Officer as per 1.5 Volunteer Working with Children Check Step 9. Processing may take up to 14 days.
Event Roster	Contact the Event or Activity Organiser.
Duties undertaken by WWC Verification Officers including Verification and record keeping	Contact the Club WWC Verification Officer.

7. WWC Verification Officer

7.1. Working with Children Check Records

It is a requirement under Child Protection (Working with Children) Act 2012 that the club confidentially stores all information and record keeping pertaining to Working with Children Checks.

It is prohibited to pass on any information relating to the Working with Children Check of any individual to any other person or Club Board/Committee/Team/Member. This includes any data provided as part of the Working with Children Check such as date of birth and names.

WWC (Working with Children Check) Verification Officers may share this information with another WWC Verification Officer if it is relevant to their duties.

All duties related to Working with Children Check Verification and record keeping are to be performed by a WWC Verification Officer.

The Penrith Cycling Club Policy is that the Club Secretary will be the Verification Officer, store the WWC information securely, not share it with other parties, except as per above.

7.2. WWC Verification Officer Selection Criteria, Process, Term

Selection Criteria

The Penrith Cycling Club has determined the following selection criteria for the position of WWC Verification Officer. The Verification Officer must:

- be a member of the Penrith Cycling Club ...
- have a current WWC Clearance ...
- abide by the Policies and Procedures of the Penrith Cycling Club ...
- demonstrate a practical understanding of confidentiality
- commit to maintaining confidentiality within the role
- be comfortable and confident using written and verbal communication (will be required to liaise with Event Organisers)
- be comfortable with the use of technology including but not limited to using a computer/laptop, operating an email account and accessing/navigating the internet.
- not hold a committee position other than the Public Officer

The Penrith Cycling Club policy is to review the position of the WWC Verification Officer annually, as part of the Committee election process.

7.3. Verify Working with Children Check

Who: WWC (Working with Children Check) Verification Officer

When: Upon receiving a WWC number and date of birth from a club member or a volunteer for a club event.

Step 1 - Login

Go to <https://wwccheck.cyp.nsw.gov.au/Employers/Login> and enter the Penrith Cycling Club Username and Password, and then select “Login”.

Step 2 - Member ID Entry

Enter the club members or volunteer’s surname, date of birth and working with Children Check number and Click “Verify”.

Step 3 Check Status

Check the status of the club member/volunteer.

If the club member is “Cleared”, go on to step 5, if not then continue to Step 4

Step 4 Check The Register

Open the WWC Check Register, action according to this table, then go to Step 6.

Status	Action Required
Application in Progress	Under the legislation the club member/volunteer <u>may</u> work with Children. The Penrith Cycling Club has determined a club member with this status may <u>not</u> work with children. If the applicant becomes barred notification will be received. Verification Officer must record the status and date of verification on the WWC Check Register
Barred	Under the legislation the club member/volunteer <u>may not</u> work with Children. Verification Officer must record the status and date of verification on the WWC Check Register
Interim Bar	Under the legislation the club member/volunteer <u>may not</u> work with Children. Verification Officer must record the status and date of verification on the WWC Check Register
Expired	Under the legislation the club member/volunteer <u>may not</u> work with Children Verification Officer must record the status and date of verification on the WWC Check Register.
Not Found	Under the legislation the club member <u>may not</u> work with Children. The member/volunteer must contact The Office of the Children’s Guardian for advice. Verification Officer must record the status and date of verification on the WWC Check Register.

Step 5 Register Update

Open the WWC Check Register. When a club member is cleared the following information is to be recorded on the WWC Check Register:

- Clearance number
- Expiry Date
- Date of Verification

Step 6 Close

Ensure the WWC Check Register is saved before closing.

End of Procedure.

7.4. Verify Working w/Children Check Clearance for Child Related Work Event/Activity

Who: WWC (Working with Children Check) Verification Officer

When: This procedure should be completed by the Verification Officer when advised by an organiser of a Child Related Work Event or Activity that a volunteer list has been finalised.

Start of procedure

Step 1 Open the WWC Register

Access the WWC Check Register file.

Step 2 Complete Volunteer Sheets

Ensure volunteer listed on Volunteer sheet has a WWC Clearance status.

If “Yes” note same on the Volunteer List. Repeat this step for next volunteers. When all volunteers have been checked continue to Step 3.

If “No” then list the volunteers name on the “Notification of Volunteers without Clearance template”.

Repeat for all volunteers, and when all volunteers have been checked continue to Step 3.

Step 3 Advise Organiser

Return Volunteer Sheet to the organiser of a Child Related Work Event or Activity with all volunteers with clearance noted.

Include the completed “Notification of Volunteers without Clearance” template as per Notification of Volunteers without Clearance.

End of Procedure.

7.5. Notification Regarding Volunteers without Clearance

- Who:** WWC (Working with Children Check) Verification Officer
- Why:** To notify an event organiser of a Child Related Work Event or Activity that a volunteer does not have a current Working with Children Check Clearance.
- When:** When a Member/Volunteer (who needs a clearance) is found not to have a WWC Clearance

Start of procedure

Step 1 Notification

Any member/volunteer without a current WWC Clearance should be noted on the Notification of Volunteers without Clearance template.

The completed "Notification of Volunteers without Clearance" template should be forwarded to the Child Related Work Event or Activity organiser and include the name and date of the Child Related Work Event or Activity.

The name of the WWC Verification Officer and date of the Clearance check must also be noted.

You must not state the reason for ineligibility - only that the individual does not have current clearance.

Step 3 Save the Correspondence

Save a copy of the completed "Notification of Volunteers without Clearance" template in a nominated secure location.

Step 4 Advise Event/Activity Organiser

Print and attach a copy of the completed "Notification of Volunteers without Clearance" template to the Volunteer list.

Forward this to the organiser of the Child Related Work Event or Activity.

End of procedure.

7.6. Updating a Change of WWC Status

- Who:** WWC Verification Officer
- When:** Upon receiving a notification advising a change of WWC Status from the Office of the Children's Guardian

Start of Procedure

Step 1 Prepare to Update Register

Open the notification email and the club WWC Register.

Step 2 Update & Save

Locate the Club member in the email on the WWC Register and update their status. Save the file.

8. Contact Information

Office of the Children's Guardian

General phone: 02 8219 3600

Fax: 02 8219 3699

Email: kids@kidsguardian.nsw.gov.au

Working With Children Check

Phone: 02 9286 7219

Fax: 02 9286 7201

Email: check@kidsguardian.nsw.gov.au

Report a concern: [Secure form to report non-compliance with the Working With Children Check](#)

Street and postal address

Office of the Children's Guardian

Suite 1, Level 13, 418A Elizabeth St

Surry Hills NSW 2010

ABN: 43 304 920 597