

# *The Pony Club Association of N.S.W.*

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## **Check list for Working with Children Check process.**

Pony Club Association NSW is committed to providing a safe environment for young people. To this end the Association has implemented a number of policies outlining our commitment to a safe environment for children and providing all members with guidelines for appropriate behaviour. These policies include:

- Member Protection Policy
- Child Protection and Zero Tolerance Policy
- PCA NSW Volunteer declaration form
- Junior Sports Policy

As well as a range of other policies which are listed on our website see the policy tab.

Mandatory checks are being phased in and it is a state government requirement that all volunteers and volunteer organisations **MUST be compliant commencing 1<sup>st</sup> January 2015.**

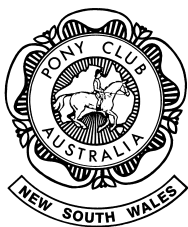
All clubs will need to register as an “employer” via the online registration system provided by the Office of Children’s Guardian (Commission for Children and Young People)

[www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au) this should be done as soon as possible however no later than 1/4/2015

### **Clubs responsibilities –**

- The club has nominated two “trusted officials” to register as an “employer” (as soon as possible but no later than 1/4/15).
- The club organises a registry for all members registered with the Office of Children’s Guardian (as soon as possible but no later than 1/4/15). This registry should be maintained by the trusted officials and include volunteers name, WWCC registration number, date of birth, date of verification of registration and expiry date. You may also like to keep a contact number with these records.
- Hold signed and current PCA NSW Volunteer declarations for all volunteers 18 year and over.
- Verify any volunteer who provides a WWCC registration number (do not just accept that they have been cleared check it).
- The club maintains current details of the two trusted officials with the Office of Children’s Guardians.
- Follow child safe practices and pony club policies.

Club may also like to sign up to check news and updates via the [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au) website.



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## Volunteer's 18 years and over responsibilities -

- Complete a PCA NSW Volunteer declaration each year
- Check to see if you require a Working with Children Check online [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au) – take the quick quiz
- If exempt** – follow child safe practices and pony club policies
- If not exempt** - If you require a WWCC registration complete the online registration process and go to your nearest Road and Maritime Services (RMS) office or Government Access Centre with details of your application number and identification used in the registration process. It is free for volunteers to be checked and the check lasts for 5 years. If you already have a WWCC registration number through your paid employment, this same check can be used as a volunteer.
- Once you receive your Working with Children clearance notification, take your WWCC registration number to your club trusted official so that they may record and verify your status.
- Keep your records up to date with the Office of Children's Guardian.
- Re-apply every five (5) years for your check.
- Follow child safe practices and pony club policies.

## **Clubs can use a basic spread sheet to keep track of who volunteers.**

Name	Date of birth	WWCC/Application number or exemption status	Status	Verified by	Date verified	Expiry date
Joe Blow	1/1/1961	Instructor not a parent WWC1234567V	Cleared	V Slow	24/6/13	24/6/18
Kathy Bay	2/2/1962	Judge	Exempt	F Fast	15/5/13	N/A
Ed Peep	3/3/1963	Canteen	Exempt	V Slow	15/5/13	N/A
Jill Fork	4/4/1964	Dorm parent at camp WWC789124E	Cleared	F Fast	15/8/14	15/5/19

## **Using the table below complete a risk assessment for all Pony Club Officials/Volunteers**

Which role applies to you	Instructor	Member Protection/ Youth coordinator	Committee member	Judge or other official	Ancillary worker (canteen)	Dorm parent
I am a paid worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am under 18 years	N/A	N/A	N/A	N/A	N/A	N/A
I am a volunteer and <b>my child does not participate</b> in the activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am a volunteer and my <b>child participates</b> in the activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I train/mentor young instructors, officials or individuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>IF YOU HAVE TICKED ANY OF THE GREY BOXES THAT PERSON REQUIRES A WWCC</b>						