**<State Sporting Organisation>, Working with Children and Vulnerable People Policy**

*Drafting notes: This template has been developed to support your organisation in developing a Working with Children and Vulnerable People Policy. In preparing the policy you should:*

* *Copy the content onto your organisations corporate template or add your organisations logo or header;*
* *Replace or delete red text as appropriate; and*
* *Delete any references to people or processes that aren’t relevant to your organisation.*

*Ensure that the Policy reflects the processes and procedures for your organisation and affiliates – there is no point in preparing a policy if you don’t implement it!*

# Overview

This policy informs <State Sporting Organisation> stakeholders and affiliates of their responsibilities, and the procedures they must follow when working or volunteering with children and vulnerable people in Tasmania.

The term *vulnerable people* covers children and adults who are deemed vulnerable. Children are defined as young people yet to attain the age of 18.

*Registration to Work with Vulnerable People* aims to reduce the potential for sexual, physical, psychological, emotional or financial harm or neglect of children and vulnerable people in Tasmania.

*Registration to Work with Vulnerable People* provides a screening process for people working or volunteering in sporting organisations.

<State Sporting Organisation> affiliates are liable if there are people operating in their club or association who should be registered but do not hold a current *Registration to Work with Vulnerable People*.

# Who must apply for Working with Vulnerable People Registration?

## Scope of this Policy

<State Sporting Organisation’s> Working with Children and Vulnerable People Policy is applicable to all its members, non-member participants, volunteers and employees at all times during their participation in activities conducted by <State Sporting Organisation> and its affiliates.

This policy applies to activities within the Tasmanian jurisdiction and at all times when teams or individuals from Tasmania are competing at interstate and international events. Activity is defined as a cultural, recreational, sporting, community activity or service provided primarily for children and vulnerable people by a sporting club, association or state body.

## Mandatory Registration

All persons required to be registered under the *Registration to Work with Vulnerable People Act, 2013*, or in positions deemed by <State Sporting Organisation> to be mandatory, must hold a registration to be involved in child or vulnerable person related activities.

Specifically the law requires the following persons involved in <Sport> (State and affiliate Level) to be registered:

* <State Sporting Organisation> employees whose duties bring them into contact with children or vulnerable people
* <State Sporting Organisation> board directors and affiliate board directors
* State/affiliate junior development coordinators and volunteers
* Coaches and officials working with children or vulnerable people
* State team officials, managers and chaperones travelling with children or vulnerable people
* Technical officials and marshals
* Volunteers working at events including junior development camps
* Member Protection Information Officers
* Race Directors conducting junior events
* Additional parent help in sporting activities where the parents are designated officials
* <strike out/add further mandatory roles as applicable>

## Optional Registration

Registration is optional for the following persons involved in <Sport>.

* Referees and umpires
* Administrative staff if their usual duties do not bring them into contact with children or vulnerable people
* Official or grounds persons where their work does not ordinarily involve contact with children or vulnerable people for extended periods without other adults being present
* <strike out/add further optional roles as applicable>

## People who should NOT apply for Registration

* Children under 16 years of age

<State Sporting Organisation> affiliates may also require all employees and volunteers or other people in specific roles to have a Registration where there is a risk of harm to children or vulnerable people. While there are some exemptions under Tasmanian regulations (refer to [*Exemptions from Registrations*](https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people/exemptions) on the Department of Justice’s Consumer, Building and Occupational Services website), where people engaged in regulated activities need not apply, <State Sporting Organisation> affiliates may determine these roles are required to be registered at their discretion.

## Pending application for Registration

<State Sporting Organisation> may allow a person to commence a role with <State Sporting Organisation> and/or its affiliates while an application is being processed provided that a risk management plan is in place and they are supervised at all times by a registered person.

The risk management plan is to mitigate risk of harm to vulnerable people and provide a description of the activity for which the person is engaged, including consideration of the appropriate supervision by a registered person.

# Procedures and implementation

# <State Sporting Organisation> and its affiliates will complete the following procedures:

1. Appoint a nationally accredited Member Protection Information Officer (one per affiliate) and publish MPIO contact details on <State Sporting Organisation’s> website.
2. All people within <State Sporting Organisation> and its affiliates will be advised of their responsibilities for *Registration to Work with Vulnerable People*. New members, other participants, and parents will be informed of <State Sporting Organisation’s> Working with Children and Vulnerable People Policy. This policy will be communicated through <State Sporting Organisation’s> website and social media <add/delete as applicable>.
3. Include the *Registration to Work with Vulnerable People* as a standing item at board meetings of <State Sporting Organisation> board

*Note: On 1 February 2021 Tasmania’s Registration to Work with Vulnerable People (RWVP) requirements changed. It is now mandatory for organisations to add their details to Registrations online within 10 working days of the employee or volunteer starting at your organisation. Refer to the Factsheet on Working with Vulnerable People and Children for more information.*

*It is recommended that organisations manage and update registrations within the* [*RWVP Employer Portal*](https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people/employer-obligations)*. While spreadsheets and other databased may have been used by organisations in the past, using the Employer Portal ensures organisations will receive a notification when a registration is due to expire or has been suspended or revoked.*

*In relation to points 4-7: Your sport may require affiliates to manage Registrations independently, or may choose to do this in a centralised way on their behalf. Please ensure this section reflects your and your affiliates responsibilities for managing, updating and monitoring registrations.*

# <State Sporting Organisation> / <State Sporting Organisation> affiliates will complete the following procedures:

1. Collect registration identification numbers annually and provide to <State Sporting Organisation>.
2. Manage all registration records through the <State Sporting Organisation>/affiliate  [*Employer Portal*](https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people/employer-obligations)including:
   1. Confirming and/or updating all registrations or applications to ensure <State Sporting Organisation> or the affiliate is linked in the registration details within 10 working days of the person starting work or volunteering at <State Sporting Organisation>.

This will ensure you are notified if there is a change to a registration status (suspension or cancellation).

# Related Policy Information

This policy has been developed to meet <State Sporting Organisation’s> obligations under the Tasmanian *Registration to Work with Vulnerable People Act 2013*.

<State Sporting Organisation> will apply and enforce this Working with Children and Vulnerable People Policy in a consistent manner that conforms to policy frameworks of <National Sporting Organisation>.

As a locally developed policy, the <State Sporting Organisation> Working with Children and Vulnerable People Policy operates as a complementary policy to <National Sporting Organisation> Member Protection Policy.

Breaches or failure to comply with this policy will be managed in accordance with the relevant sections set out in < National Sporting Organisation’s > Member Protection Policy.

Serious breaches will be subject to criminal justice proceedings that could result in fines or other penalties.

Download the < National Sporting Organisation> Member Protection Policy from <insert link>.

This Policy will be reviewed by <State Sporting Organisation> annually, or more frequently if required, and provided to all affiliates.