

# KPSC Child Safe Policy- Working with Children



## OBJECTIVE

Knox Pymble Swim Club is committed to embedding child safety into our club by:

- Demonstrating commitment to the safety and welfare of children and young people ·
- Minimising the risk of abuse,
- Mitigating misconduct and misuse of positional power
- Inform all staff and volunteers of their obligations and responsibilities in keeping children safe.

---

## POLICY PRINCIPLES

- ± KPSC record maintaining our obligations under the *Child Protection (Working with Children) Act 2012.*
- ± KPSC records will be collected by the elected KPSC Secretary and the KPSC WWC Record Keeping Template will be completed.
- ± KPSC Vice President and KPSC President will verify via “*the Office of the Children’s Guardian\_Employer Portal\_Verify Working with Children Check Status*” [Verify Working with Children Check status - NSW Working with Children Check](#) all KPSC members who are over 18 years.
- ± KPSC will keep all records for auditing purposes for seven years.
- ± KPSC records will include the following information on every KPSC volunteer working with children.
  - Full name (including first, middle and last name)
  - Date of birth
  - WWC number
  - Verification date (the date you verified them)
  - Verification outcome (clearance, barred, interim barred or not found)
  - Expiry date (when the WWC number expires)
  - Status of the worker (paid or volunteer)

**(NB: Employee refers to paid and nonpaid volunteers.)**

---

# KPSC Child Safe Policy- Working with Children



## KPSC Procedure:

### At the Start of the New Season (September) each year

1. KPSC Secretary will update the KPSC Membership Eligibility form on the KPSC website.
2. KPSC Secretary will distribute to all members a survey, collecting all relevant WWC Information:
  - a. Full name (including first, middle and last name)
  - b. Date of birth
  - c. WWC number
3. KPSC Secretary will complete the WWC Record Keeping Template, when complete, email to the KPSC President and KPSC Vice President.
4. KPSC President and KPSC Vice President will verify all members via *the Office of the Children's Guardian\_Employer Portal\_Verify Working with Children Check Status* [Verify Working with Children Check status - NSW Working with Children Check](#)
  - a. KPSC President and KPSC Vice President will notify the KPSC roster coordinator of all members who have received "clearance" verification.
  - b. **In the event of a member's status is "not found"** KPSC President and KPSC Vice President will liaise directly with the member.
  - c. **In the event of a member's status changes to barred or interim barred** KPSC President and KPSC Vice President will notify Knox and Pymble Directors of Aquatics and follow Knox Grammar School and Pymble Ladies College procedures.
  - d. KPSC President and KPSC Vice President will keep electronic records for seven years.
5. **In the event of a change in KPSC president and/or vice president. Handover processes will be implemented when authorised officers change following the AGM. Including:**
  - Advising newly the appointed authorised officer of the policy and procedure.
  - Advising newly the appointed authorised officer of the compliance requirements with WWCC such as:
    - a. Who needs a WWCC?
    - b. How to verify the WWCC
    - c. What records must be maintained.
    - d. How to manage the expiry of workers' WWCC