



MaristCollege  
Canberra

## **WWVP REGISTRATION POLICY**

### **Working with Vulnerable People Registration**

Purpose:	To outline the College policy and procedures in place to ensure College compliance with the regulations outlined in the <i>Working with Vulnerable People (Background Checking) Act 2011</i> .
Relevant to:	All staff All parents All students All volunteers All visitors
Responsible Officer(s):	Head of Senior School; Head of Junior School Head of School – Staff Head of Sport; Head of Co-Curricular Business Manager
Date of Introduction:	March 2015
Date of Review:	March 2017
Modification History:	February 2015 – Initial draft
Version:	1.0
Related Documents:	Lists of current staff and volunteers WWVP Register
Related Forms:	ACT Government – Working with Vulnerable People Application for Registration
Related Policies:	Billeting Policy Sports Policy Co-Curricular Policy Safe School Policy Child Protection Policy

## RATIONALE

Marist College Canberra is a comprehensive Catholic independent school for boys from Year 4 to Year 12 under the care of the Marist Brothers. The ACT Government passed the *Working with Vulnerable People (Background Checking) Act 2011*.

*The protection of the rights of children and vulnerable adults in the ACT is a pressing social need. The premise of background checking is that the past behaviour of an individual can provide an indication of the possible future behaviour of that individual. Examples or patterns of abusive or inappropriate behaviour can sometimes be evident in information available for assessment, which includes an individual's criminal record.*

*The ACT Government considers that the creation of a checking system with appropriate safeguards for people who work with, or who want to work with vulnerable people is consistent with section 28 of the Human Rights Act 2004.*

*A Guide to Working with Vulnerable People – January 2015*

The Act stipulates that persons who engage in a regulated activity involving a vulnerable person will be required to obtain registration. The College is responsible for ensuring that all staff, volunteers and visitors to the College who require it, hold current WWVP registration.

## POLICY

The College will fulfil the requirements of the *Working with Vulnerable People (Background Checking) Act 2011*. This applies to employees, visitors to the College, and volunteers assisting with College sanctioned activities.

## DEFINITIONS

**College Sanctioned Activity** – An activity that has been formally approved by the College Headmaster or their delegate.

**Employee** - a person who is engaged by the College to provide one or more regulated activities or services to vulnerable people and receives a monetary payment (remuneration) from the College for providing those regulated activities or services (including sub-contractors). Working with Vulnerable People Act 2011 (ACT) s 11

**Exemptions** – Registration is not required if a person is engaged in the activity (other than overnight camp or similar overnight accommodation arrangement for children) for not more than 3 days in any 4 week period and 7 days in any 12 month period.

**Regulated Activity** - regulated activities are outlined under Schedule 1 of the *Working with Vulnerable People (Background Checking) Act 2011* s 9. Those that relate to the College are

- ‘activities or services for children’ (Child Education Services) – registration required since 7 November 2013; and
- activities involving ‘coaching, tuition and clubs’ – registration required before 7 November 2015.

**Registration** - Registration is valid for three years, and is confirmed with the issuing of a card that shows a photo of the individual, their name, registration number, expiry date, and the type of registration - General, Conditional or Restricted.

**Synergetic** – The College database which maintains College records.

**Volunteer** - a person who is engaged to provide a regulated activity or service to vulnerable people and does not receive payment for providing the activity or service (apart from any payment for expenses). Working With Vulnerable People Act 2011 (ACT) s 11

**Vulnerable Person** - a child under the age of 18 years or an adult who is experiencing disadvantage and accesses a regulated activity or service related to the disadvantage. Working With Vulnerable People Act 2011 (ACT) s 7.

**WWVP** – use of ‘WWVP’ refers to Working with Vulnerable People

## PROCEDURES

Following is a list of procedures to assist the College with managing its obligations under the WWVP Act. The procedures are categorised into the following classifications of persons:

1. Employees
2. Volunteers
3. Visitors
4. Subcontractors

### 1. Employees

#### Commencing employment

All employees of the College are required to hold current WWVP registration prior to commencing employment. This is stated on College employment advertisements and application forms, and is questioned during the interview process.

The employee is responsible for paying the government fee associated with obtaining registration.

Successful applicants are then sent a letter of offer which lists items that the finance office requires to sight. This list includes the WWVP registration card. When the new employee is completing finance paperwork, a copy of the card is taken by the finance office and given to the staff office for recording in Synergetic and on the WWVP Register.

The Assistant Head of School - Staff is responsible for ensuring that all staff hold current WWVP registration.

In the event that a staff member has applied for the card but has not yet received registration, the College may employ that person, but they must remain in the company of a member of staff who holds current WWVP registration.

### Carrying the card

The College will remind staff that they are required to have their WWVP cards in their possession whilst at the College or off site with students in their care (ie. engaging in the regulated activity), and advise the penalty structure under the Act if they are unable to produce the card should they be asked by a Police Officer or authorised person.

The penalty structure is:

1. A warning may be issued to the individual.
2. A \$100 fine may be issued, payable by the individual.
3. Should the case escalate to court, the maximum penalty is a \$1400 fine, payable by the individual.

### Registration expiry and renewal

It is the responsibility of the individual to ensure their WWVP registration does not expire. Should registration for a current employee not be renewed, the individual will not be able to continue their employment at the College. In this event pay will be suspended.

In addition to any reminder sent by the ACT Government, the College will remind staff three months prior to their registration expiry date. The first round of College renewal reminders will commence in September 2015 for December 2015 expiry.

## **2. Volunteers**

The College values the enormous amount of time and talent shared by our volunteers throughout the College community.

The main areas of volunteering within the College include:

- Sporting Clubs
- Uniform Shop
- Canteen – Senior School and Junior School
- Junior School – reading and classroom help
- Billeting student groups
- Walkathon – money counters and course officials
- Champagnat Day – BBQ helpers
- ENGAGE Sports
- Faith Formation Groups

All volunteers involved in these areas are required to hold registration unless they are engaged in the activity (other than an overnight camp or similar for children) for not more than three days in any four-week period and seven days in any 12 month period; noting that one 'shift' of volunteering would be considered as a 'day'.

Volunteers are required to be registered with the College and provide a copy of their WWVP card, the details of which will be entered into the College database Synergetic.

### Sporting Clubs

All sporting club committees are required to give to the Head of Sport a list of all officials, coaches, managers, umpires, volunteers involved in ground set up, canteen or any other of volunteering as outlined in the document 'Information for Sporting Club Committees' (Appendix 1) prior to the commencement of each season. Committees are to distribute to their volunteers a copy of the 'Information for Sporting Club Volunteers' (Appendix 2) with sufficient time ahead of the season commencing to ensure adherence to this requirement.

A copy of all volunteers' WWVP cards is to be provided to the College Staff Office for recording in Synergetic.

The Sporting Club committees and the Head of Sport are responsible for ensuring that all sporting club volunteers hold current WWVP registration and that this is on their person at all times when working with Marist students, or in their volunteer capacity.

### Uniform Shop

Uniform Shop volunteers are required to be registered with the College prior to commencing volunteer work. A copy of their WWVP card to be provided to the College Staff Office for recording in Synergetic.

Volunteers at the uniform shop are required to sign the volunteer register held in the Uniform Shop when they arrive and leave (Appendix 3). The register has a column to record WWVP registration details. The Assistant Head of School –Staff will check with Uniform Shop Manager that all volunteers are registered.

### Senior School Canteen

Senior School Canteen volunteers are required to be registered with the College prior to commencing volunteer work. A copy of their WWVP card to be provided to the College Staff Office for recording in Synergetic.

Volunteers at in the Senior School Canteen are required to sign at the front office reception to receive a visitor pass. They will be asked to produce a WWVP card and registration details will be recorded on their visitor pass sticker. The Assistant Head of School –Staff will check with Canteen Manager that all volunteers are registered.

## Junior School

Junior School volunteers are required to be registered with the College prior to commencing volunteer work. A copy of their WWVP card to be provided to the College Staff Office for recording in Synergetic.

Volunteers in the Junior School including those working in the canteen or assisting in classrooms are required to sign the volunteer register held in the Junior School Front Office reception when they arrive and leave (Appendix 3). The register has a column to record WWVP registration details. The Assistant Head of School – Staff will check with Junior School Receptionist that all volunteers are registered.

## Billeting student groups

In the event of visiting student groups being billeted throughout the College community, the organising staff member will be required to provide a list of students and families involved to the Assistant Head of School – Staff. As this circumstance involves an overnight stay, all adults in the household and students over 16 years will be required to hold WWVP registration. Adequate notice must be provided by the Marist Exchange Program Coordinator to families so that this can occur. A month before the billeting is to take place, the College must be given a list of all families and a copy of their current WWVP cards. These details will be maintained in Synergetic.

## Walkathon and Champagnat Day

A list of volunteers for the College Walkathon and Champagnat Day will be collated by the Head of Senior School office and given to the Assistant Head of School – Staff office in each instance and entered into Synergetic. Volunteers who do not meet the exemption guidelines will be required to hold WWVP registration. A copy of the WWVP registration must be provided to the Staff Office prior to the event being held.

## Faith Formation Programs

A list of volunteers assisting with Engage Sports, Vinnies Night Patrol or any other Faith Formation program will be collated by the program coordinator and given to the Assistant Head of School – Staff in each instance and entered into Synergetic. Volunteers who do not meet the exemption guidelines will be required to hold WWVP registration. However, St Vincent de Paul Night Patrol mandate that all volunteers must hold a valid WWVP card. A copy of the WWVP registration must be provided to the Staff Office prior to the event/s being held.

## **3. Visitors to the College**

All visitors to the College are required to sign in at reception at either the Junior School or Senior School where they will be met by the contact staff member.

The staff member who has arranged the visitor must ensure that the visitor has a current WWVP registration unless they qualify for an exemption according to Working With Vulnerable People Act 2011 (ACT) s 12 (2a).

*“Registration is not required if a person is engaged in the activity (other than an overnight camp for children) for not more than 3 days in any 4-week period and 7 days in any 12-month period.”*

The document ‘*Guidelines for Marist Staff – Are you arranging a Visitor?*’ (Appendix 4) has been distributed to all current staff, and will be included in the New Staff Handbook.

If the visitor does qualify for an exemption under Working with Vulnerable People Act 2011 (ACT) s 12 (2a) then the visitor and the students are to remain under the supervision of College staff who hold a WWVP card.

If registration is required and the person cannot produce a WWVP card, the organising staff member will need to liaise with the Assistant Head of School - Staff. The visitor will not be allowed entrance to the College without supervision until registration is proven.

#### **4. Sub-contractors**

Sub-contractors (eg. tradesman, technicians) who are working at the College fall outside the scope of the legislation in that their contact with the students is deemed to be ‘incidental’, and therefore do not require registration. However, the College would expect that such visitors are under the guidance of a staff member. Please refer to the example cited in Working with Vulnerable People Act 2011 (ACT) s 10.

Where sub-contractors are registered for WWVP, the College may retain a copy of the registration details in Synergetic.

# INFORMATION FOR SPORTING CLUB COMMITTEES

In addition to the separate information sheet: INFORMATION FOR SPORTING CLUB VOLUNTEERS

### **WORKING WITH VULNERABLE PEOPLE REGISTRATION (WWVP) *Working with Vulnerable People (Background Checking) Act 2011***

## What is WWVP Registration and who needs it?

The registration process will include a national criminal history check on individuals that will include relevant information from a range of agencies including state and territory police and child protection services.

Any person over the age of 16 who is involved in an activity with students more regularly than 7 times a year, or 3 times in a 30 day period, needs to be registered before November 2015. Given the 4-6 week turnaround for the cards, the College would like clubs to encourage their volunteers to obtain registration as soon as possible. If the volunteer is over 16 but is a current student of the College, and will be helping with a College team, they do not require registration.

**THERE IS NO COST FOR VOLUNTEERS.** Registration forms are available at the College (Staff Office) or via this link:

[http://www.ors.act.gov.au/resources/attachments/Working With Vulnerable People Application For Registration - PDF.pdf](http://www.ors.act.gov.au/resources/attachments/Working_With_Vulnerable_People_Application_For_Registration_-_PDF.pdf)

- VOLUNTEERS **MUST** HAVE THIS CARD WITH THEM WHEN THEY ARE COACHING or MANAGING or VOLUNTEERING IN ANOTHER CAPACITY.

If a police officer or person authorised by the commissioner asks to see the card and the individual cannot produce one, the fine is a maximum of \$1400 for the individual.

## What we need from you:

- Please email the INFORMATION FOR SPORTING CLUB VOLUNTEERS document to your registered players and officials, and discuss WWVP at your meetings.
- Please provide a complete list of your teams including the name and phone number of coaches, managers, and any other regular volunteers (Committee Members, Umpires, Canteen, Ground setup). This can be emailed to [wwvp@mcc.act.edu.au](mailto:wwvp@mcc.act.edu.au).

## What will we do with the information?

The College will keep a record of the volunteers involved with each club and team, and the WWVP card for each regular volunteer within the club. The scanned WWVP card will be uploaded to the College community database, and any hard copies will be stored in a secure location in the Staff Administration office. All information will be subject to the College Privacy Policy, which is subject to the Privacy Act.

If you have any questions please contact:

Loretta McNaught on 62987000 or email [lorettamcnaught@mcc.act.edu.au](mailto:lorettamcnaught@mcc.act.edu.au) or

Catherine Donohoe on 62987262 or email [catherinedonohoe@mcc.act.edu.au](mailto:catherinedonohoe@mcc.act.edu.au)

## INFORMATION FOR SPORTING CLUB VOLUNTEERS

### WORKING WITH VULNERABLE PEOPLE APPLICATION FOR REGISTRATION

#### *Working with Vulnerable People (Background Checking) Act 2011*

The *Working with Vulnerable People (Background Checking) Act 2011* (the Act) commenced on 8 November 2012, with individuals volunteering in 'Activities or Services for Children' having until **8 November 2015** to become registered. This affects our coaches, managers and volunteers working with Marist Sporting Clubs, who are over the age of 16 and are not current students of the College. Registration is required by all individuals engaged in activities (other than an overnight camp for children) for more than 3 days in any 4-week period and 7 days in any 12-month period.

The **registration is free for volunteers**, but the application form will need to be lodged at any Canberra Connect office. You are encouraged to submit your form as soon as possible. The current processing rate can take up to 4 - 6 weeks.

Below is a link to the application form:

<http://www.ors.act.gov.au/resources/attachments/Working With Vulnerable People Application For Registration - PDF.pdf>

When completing the form, please choose 'General Registration' (page 3). On Page 5, under 'Regulated Activity Employer/Organisation', you can put the Contact Person down as Loretta McNaught, phone 02 62987200, email: [LorettaMcNaught@mcc.act.edu.au](mailto:LorettaMcNaught@mcc.act.edu.au)

The name of the organisation is 'Marist (Insert Sport) Club', and the address is Marr Street Pearce ACT 2607

Further information on the WWVP Act is available at:

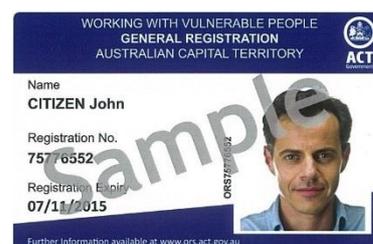
[http://www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp)

The College will keep a register of volunteers and will require a copy of the card. Volunteers are asked to do one of the following:

1. Email a scanned copy of your card to [wwvp@mcc.act.edu.au](mailto:wwvp@mcc.act.edu.au) with the area of volunteering in the subject line. ie. Basketball Coach U12 Blue
2. Bring your card to the Junior School Reception or Senior School Reception for the card to be scanned/and copied.

**PLEASE NOTE: All coaches, managers and volunteers are required to carry the card on them while working with students.**

**The College is grateful for the generous support, assistance and work of our volunteers.**







MaristCollege  
Canberra

## GUIDELINES FOR MARIST STAFF

### Working With Vulnerable People Registration

(For full details refer to the MCC WWVP Policy document)

#### Are you arranging for a Visitor to come to the College?

Please follow these steps once you have obtained approval from your Department Head or Supervisor for the visit to occur.

#### 1. Establish if your visitor is required to hold WWVP registration.

All visitors to the College are required to sign in at reception at either the Junior School or Senior School where they will be met by the contact staff member.

The staff member who has arranged the visitor must ensure that the visitor has a current WWVP registration unless they qualify for an exemption according to Working With Vulnerable People Act 2011 (ACT) s 12 (2a).

*“Registration is not required if a person is engaged in the activity (other than an overnight camp for children) for not more than 3 days in any 4-week period and 7 days in any 12-month period.”*

If the visitor does qualify for an exemption then the visitor and the students are to remain under the supervision of our teaching staff.

If registration is required and the person cannot produce a WWVP card, the organising staff member will need to liaise with the Assistant Head of School - Staff. The visitor will not be allowed entrance to the College without supervision until registration is proven.

**Sub-contractors** (eg. tradesman, technicians) who are working at the college fall outside the scope of the legislation in that their contact with the students is deemed to be ‘incidental’, and therefore do not require registration. However, the College would expect that such visitors are under the guidance of a staff member.

#### 2. Prior to the visit, inform Reception as to who, when and why the visitor is coming, if they need to show WWVP registration.

All visitors need to be signed in at the Front Office of either the Senior School or Junior School. If registration is required and the person cannot produce a WWVP card, the organising staff member will need to liaise with the Assistant Head of School - Staff. The visitor will not be allowed entrance to the College without supervision until registration is proven.