



Society for Creative Anachronism Ltd (Australia)

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Background Check Procedures

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Working with Children Checks and who needs one in the SCA in Australia

Working With Children Checks and Police Checks are different types of pre-employment and volunteer screening programs which ensure child-safe environments. Pre-employment screening of

adults and volunteers who come in contact with children is mandatory and legislated across most states and territories in Australia. However there is no national framework setting out the requirements for obtaining a Working With Children Check (or Police Check) and each state and territory has their own procedures and requirements. Such checks are not yet required in New Zealand.

People who need Working with Children Checks in the parts of Australia where they are required include:

1. Youth combat marshals
2. Youth mentors for the Youth and Family Activity Program
3. People running children's classes or activities not associated with the above programs

See below for how to get a check for your State or Territory.

Where applicable, branch Seneschals are authorised to sign applications for Checks on behalf of SCA Ltd.

Once you have your Check

A) Youth Combat Marshals:

A copy of the final card or paperwork (a copy of the application paperwork is not sufficient) must be submitted to:

1. Your local group Seneschal.
2. The Kingdom Listkeeper, along with your authorisation paperwork.

No-one may act as a Youth Combat Marshal until they have received their authorisation card listing this authorisation. Anyone with a valid Youth Combat Marshal authorisation card may run other children's activities in the SCA, except act as a YAFA Program Mentor.

B) Youth and Family Program Mentors and any other children's activities except Youth Combat Marshal:

A copy of the final card or paperwork (a copy of the application paperwork is not sufficient) must be submitted to:

1. Your local group Seneschal.
2. The Kingdom Children's Officer (children@lochac.sca.org).

No-one may run any children's activity (other than those permitted for a Youth Combat Marshall if the person is already an authorised Youth Combat Marshall) until they receive their card from the Children's Office.

It is your responsibility to ensure that your Check and your authorisations are renewed before they expire. Running children's activities without a valid Check may be grounds for serious sanction.

Cards will expire when the relevant Check does or after four years, whichever is the sooner.

Checks must be carried at all times

A parent of a child participating in children's activities in Australia may ask to see, and must then be shown, the relevant Check (in the states which provide cards for this) and SCA card for any person running those children's activities.

Working with Children in the ACT

In the ACT the Office of Regulatory Services is responsible for Working With Vulnerable People Checks. These checks include those for working with children. Under new legislation from 2013 the new legislation means that the majority of people who run classes and volunteer in children's activities in NSW will need a Working with Vulnerable People Check.

http://www.ors.act.gov.au/community/working_with_vulnerable_people/working_with_vulnerable_people_application_lodgement

To obtain a Working with Vulnerable People Check go to:

http://www.ors.act.gov.au/community/working_with_vulnerable_people/working_with_vulnerable_people_application_lodgement and follow the steps.

Lodgement details are given on the page.

Make sure you use the 'Working With Vulnerable People Application For Registration' form. Fill out the form making sure you request a general registration. There is no fee for volunteers.

A person under the age of 18 and who is over the age of 16 who is working with children does need a Working with Children Check in the ACT.

Working with Children in New South Wales

The NSW Commission for Children and Young People is responsible for Working With Children Checks.

<http://www.kids.nsw.gov.au/Working-with-children/New-Working-with-Children-Check/New-Working-with-Children-Check>.

In NSW the new legislation means that the majority of people who run classes and volunteer in children activities in NSW will need a Working with Children Check.

To obtain a working with children check, go to:

<http://www.kids.nsw.gov.au/Working-withchildren/New-Working-with-Children-Check/New-Working-with-Children-Check>

Apply for a volunteer check. Make sure you put yourself down as a volunteer and select 'clubs and other bodies who provide services to children'.

When you have completed your working with children check you will need to take your ID and your number to a Roads and Traffic Authority (RTA) office to obtain your full check.

A person under the age of 18 who is working with children does not need a Working with Children Check in NSW.

Working with Children in Queensland

The Commission for Children and Young People is responsible for Blue Cards which help determine whether people are suitable to work in child related employment.

<http://www.ccypcg.qld.gov.au/bluecard/index.html>

In Qld the legislation means that the majority of people who run classes and volunteer in regular children's activities in Qld will need a Blue Card.

To obtain a Blue Card in Queensland you will need to go to:

<http://www.ccypcg.qld.gov.au/bluecard/applications/paidemployees.html>

The organisation details will need to be filled out by your local group Seneschal (or their upline if the local Seneschal is the person applying for the Blue Card).

A person under the age of 18 who is working with children does not need a Blue Card.

Working with Children in South Australia

Under the Children's Protection Act (Section 8B) people in SA who work in jobs which require regular contact with children are required to obtain police clearance before they commence employment.

A National Police Check application form is available from the South Australian Police Department.

To obtain a working with children check in SA go to:

http://www.police.sa.gov.au/sapol/services/information_requests/police_checks.jsp and follow the steps.

The form must be filled in under 'Volunteer (Reduced Fee)' and must be signed by the Seneschal of your local group (or their upline if the local Seneschal is the person applying for the check).

The form plus your identification may be submitted via post including the fee of \$36.50 at:

Information Services Branch
Records Release Unit
South Australia Police
PO BOX 1539
ADELAIDE SA 5001

or it may be submitted in any other way as directed at the above link.

A person under the age of 18 who is working with children does need a Working with Children Check in South Australia. Children over the age of 10 and under the age of 16 are required to have a parent counter sign their application.

Working with Children in Tasmania

In Tasmania is no specific legislation (as yet) requiring specific screening for working with children, however employers often act on their own discretion to request Criminal History/Police Checks.

The SCA will not request Working With Children Checks from Tasmanian participants until their laws change.

Working with Children in Victoria

The Department of Justice is responsible for Working with Children Checks which help determine whether people are suitable to work in child related employment.

<http://www.workingwithchildren.vic.gov.au/>

To obtain a Working with Children Check go to:

<https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>

To lodge your application go to:

<http://www.workingwithchildren.vic.gov.au/home/applications/lodging+your+application/>

There is no fee for volunteers.

A person under the age of 18 who is working with children does not need a Working with Children Check.

Working With Children in Western Australia

A Working with Children Check is compulsory for people who carry out child-related work in Western Australia.

To obtain a Working with Children Check go to an authorised post office. To see which post offices are authorised follow this link:

<http://www.checkwwc.wa.gov.au/checkwwc/Employers+and+Volunteer+Groups/Managing+Applications+and+Cards.htm> or contact <http://www.checkwwc.wa.gov.au/checkwwc/Contact+Us.htm>

The form can be lodged with an approved Australia Post outlet as given in the above links.

A person under the age of 18 who is working with children does need a Working with Children Check in Western Australia.

New Zealand

In New Zealand there is no specific legislation (as yet) requiring specific screening for working with children, however employers often act on their own discretion to request Criminal History/Police Checks. <http://www.police.govt.nz/>

The SCA will not request Working with Children Checks from New Zealand participants unless their laws change.

Travelling Interstate

Visitors who normally live and work in another state of Australia may work with children in the following states without applying for that state's Check:

ACT

Only if they volunteer with children for less than 28 days.

New South Wales

Only if they hold a Working with Children Check in another state or are exempt from the requirement to have such a Check in their home jurisdiction and work with children for up to 30 days.

Queensland

Only if they volunteer at a national or state event organised by a school or recognised body for a sporting, cultural or skill based activity, and the event is attended by more than 100 people, and the work is for ten days or less on no more than two occasions per year, and the person is unlikely to be alone with a child without another adult present.

South Australia

Only if they hold a valid Check in their own jurisdiction.

Tasmania

No check is required.

Victoria

No check is required.

Western Australia

Only during the first two weeks after their arrival, and for no more than two weeks in any 12 month period.

Travelling Internationally

International visitors may not work with children in Australia.

Further Information

For further information on the above policy, please contact the SCA Ltd Secretary by emailing secretary@sca.org.au or by post to:

The Secretary
Society for Creative Anachronism Ltd
PO BOX 4160
WESTON CREEK ACT 2611

Revision History

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