



Background Check Procedure

Purpose

The SCA Background Check Procedure has been written to assist members in understanding what's required with Working with Children within the SCA in Australia and ensure that it is a safe environment for children. While this procedure has been carefully prepared, members should still check their State's current requirements at the time of applying for a check.

Authorisation

Society for Creative Anachronism Ltd (Australia) (SCA)

Summary

This procedure offers guidelines for Working with Children within SCA Ltd Australia, as well as electronic links to those government departments directly responsible for the protection and wellbeing of children.

- 1. Obtain Relevant Checks:** Ensure all appropriate volunteers have the appropriate checks for each jurisdiction they operate in, as there is no national clearance.
- 2. Appoint Safeguarding Officers:** Designate individuals responsible for overseeing compliance with child safety standards and acting as points of contact for concerns.
- 3. Regular Audits:** Conduct periodic reviews and audits to ensure ongoing compliance with all relevant child safety regulations across different regions.

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 aim to establish 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.

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

1. Youth Combat Marshals and Youth Rapier 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.

Once you have your check:

Details of the appropriate state-based check should be sent to the Lochac Kingdom Youth Officer, who will verify and record the check and issue A Youth Authorisation Card to you. This Youth Authorisation card verifies that the check has been verified and is valid.

The Kingdom Youth Officer will register with any state government department and records checks as required by State or Territory law. The Youth Officer will also conduct random verification checks on existing cards in states where the cards are not registered with the relevant state department to ensure they are still valid.

Withdrawn Checks

It is the obligation of the SCA member to notify the Youth Officer if their state authority has been revoked for any reason. Failure to do so may result in disciplinary action under the SCA's Sanctions Policy.



Society for Creative Anachronism Ltd (Australia)

PO Box 4160, Weston Creek ACT 2611, Australia

ABN 13 117 403 648

Website: <http://www.sca.org.au> Email: chair@sca.org.au or secretary@sca.org.au

It is required that the Kingdom Youth Officer be notified of the withdrawal of any check prior to your attendance at any SCA event, meeting, or activity. If you attend without notifying, then the Sanctions Policy will be applied.

State and Territory requirements

In Australia, each state and territory has its own system for ensuring the safety of children and vulnerable people, primarily through mandatory background checks for individuals working or volunteering in child-related sectors. Here's an overview of these requirements:

New South Wales (NSW)

- Working With Children Check (WWCC): Managed by the NSW Office of the Children's Guardian, the WWCC involves a national criminal history check and a review of reported workplace misconduct. It's mandatory for individuals in child-related work, and the clearance is valid for five years.
- The SCA is a registered volunteer employer and WWCC in NSW are recorded with the department

Victoria

- Working With Children Check (WWCC): Administered by the Department of Justice and Community Safety, this check is compulsory for those engaged in child-related work. The check includes a national criminal history assessment and is valid for five years. □

Queensland

- Blue Card System: Operated by Blue Card Services, this system requires a "blue card" for anyone working with children. It involves a detailed assessment of a person's eligibility, considering their criminal history, and is valid for three years.
- The SCA is a registered volunteer employer and WWCC in Qld are recorded with the department

Western Australia (WA)

- Working With Children Check (WWCC): Overseen by the Department of Communities, this check is mandatory for individuals in child-related employment and includes a national criminal record check. The clearance lasts for three years.

South Australia (SA)

- Working With Children Check (WWCC): Implemented by the Department of Human Services, this check is required for those in child-related roles and involves assessing criminal history and other relevant information. The clearance is valid for five years.
- The SCA is a registered volunteer employer and WWCC in SA are recorded with the department

Tasmania

- Registration to Work with Vulnerable People (RWVP): Managed by the Department of Justice, this registration is mandatory for individuals working with children and other vulnerable groups. It includes comprehensive background checks and is valid for three years.

Australian Capital Territory (ACT)

- Working With Vulnerable People (WWVP) Registration: Administered by Access Canberra, this registration is required for those working with vulnerable populations, including children. It involves a risk assessment process and is valid for up to three years.

Northern Territory (NT)

- Working With Children Clearance (Ochre Card): Overseen by SAFE NT, this clearance is compulsory for individuals in child-related work and includes a criminal history check. The clearance is valid for two years.



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Further Information

For further information on the above policy, please see the SCA Ltd Board website at:

sca.org.au/documents/policy or contact the SCA Ltd Secretary by emailing secretary@sca.org.au

Revision History

Adopted: August 12th, 2025

Last Reviewed: July 2025

Due for Revision: August 2029 or earlier if there are any critical legislation updates