



Society for Creative Anachronism Ltd (Australia)

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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.

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.

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: (This section will apply once the proposed Youth Combat / Rapier Marshals program is in place.)

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/Rapier 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 Rapier Marshal: (Until an appropriate marshals program is in place Youth Combat/Rapier Marshals are not exempt from section B.)

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/Rapier 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.

If your Check is cancelled or withdrawn by the issuer, you must advise your local group Seneschal and the Kingdom Children's Officer and cease to participate in SCA child-related activities at once.

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

Working with Vulnerable People (Background Checking) Act 2011 (ACT) - 1 July 2017

The ACT Working with Vulnerable People Background Check requires that individuals engaging in regulated activities or services, including where these are provided to children, must be registered.

A statutory Screening Unit within the Office of Regulatory Services, Justice and Community Safety Directorate is responsible for applications for registration. The registration is valid for 3 years and is subject to ongoing monitoring. Under new legislation from 2013 the new legislation means that the

majority of people who run classes and volunteer in children's activities in the ACT will need a Working with Vulnerable People (Children) Check.

To register for Working with Vulnerable People (Children) please go to:

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804 and follow the steps for registration online. There is no fee for volunteers.

Working with Children in New South Wales

Child Protection (Working with Children) Act 2012 (NSW) - 25 August 2017

The NSW Working with Children Check that came into effect 15 June 2013 has resulted in a move from an employer driven "point-in-time" system to a system where individuals, including volunteers, are responsible for their own application for certification. Employers operating within a child-related industry are required to register online with the NSW Office of the Children's Guardian and to subsequently conduct online verification of new paid employees clearance. Existing paid workers and all volunteers (new and current) also need to have clearance validated online as they are phased in to the new check system. The check is valid for 5 years and subject to ongoing monitoring.

<https://www.service.nsw.gov.au/transaction/apply-working-children-check> In NSW a Working with Children Check (WWCC) is required for anyone who works or volunteers in child-related work in NSW. To obtain a working with children check, go to:

<https://wwccheck.ccyp.nsw.gov.au/Applicants/Application>

There is no certificate or card in NSW. Cleared applicants are given a unique WWCC number. Please hand on your unique WWCC number onto your local Seneschal for verification online.

Group Seneschal's Only - go to www.kidsguardian.nsw.gov.au/check/apply

Choose 'Employer log in and verify' from the Verify section. (If your group is not already registered as an employer, you will need to register before you can verify.)

Once you have logged in using your username and password, select the verify Working with Children status tab.

Enter the worker's surname, date of birth and WWCC number or APP number. Click "Verify".

There is no fee for volunteers.

Working with Children in Queensland

Working with Children (Risk Management and Screening) Act 2000 (QLD)

Individuals are required to apply for a Working with Children Check, known as a "Blue Card" in Queensland. Valid for 3 years, Blue Cards entitle individuals to engage in child-related occupations/volunteering. Organisations providing child-related services must also have policies and procedures in place to identify and minimise risk of harm to children, which are monitored by the Public Safety Business Agency.

<https://www.bluecard.qld.gov.au/index.html> In Queensland the legislation means that the majority of people who run classes and volunteer in regular children's activities in Queensland will need a Blue Card.

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

<https://www.bluecard.qld.gov.au/applications/applications.html> Your local group Seneschal (or their upline if the local Seneschal is the person applying for the Blue Card) is responsible for applying to Blue Card Services.

Blue cards for volunteers are valid for three years and there is no application fee.

Working with Children in South Australia

[Children's Protection Act 1993 \(SA\)](#) [Children and Young People \(Safety\) Act 2017](#) -22 February 2018

In November 2016 new laws were passed in South Australia to strengthen background checks for people wanting to work or volunteer with children and young people.

The South Australian system is an employer driven point-in-time system requiring employers and responsible authorities to obtain National Police Checks and conduct wider screening assessment for those engaging in child-related occupations/volunteering.

A National Police Check application form is available from the South Australian Police Department (SAPOL) or online at

<https://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check>

The form is designed to meet scanner requirements and applicants are encouraged to complete page one online (where possible), then print the form

Applicants who are unable to complete the application form online can attend a police station to request a hard copy form.

The completed form must be taken to a police station in person along with 100 Points of original identification (ID) documents, preferably a photocopy of their ID documents for certification.

A SAPOL employee will then witness your signature, certify ID photocopies, attach documents to the authorised PD267 form and despatch the application to the Records Release Unit.

For more information go to [National Police Certificate Frequently Asked Questions](#)

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.

Police checks for volunteers who work with vulnerable groups such as children, the aged or people with a disability are provided free of charge by South Australia Police to organisations that have a Volunteer Organisation Authorisation Number (VOAN). A VOAN for SCA Ltd will be applied for by our local representatives, when available the number will be added here and available from the local branch Council.

Currently a National Police Certificate-for volunteers in non-VOAN organisations costs \$40.00

Subject to the Working with Children Check being used for SCA activities, the Group Council may decide to cover the cost of a check on a case by case basis.

Working with Children in Tasmania

Registration to Work with Vulnerable People Act 2013 (Tas.) – 5 September 2017

In Tasmania the Department of Justice is responsible for Working with Vulnerable People (Children) Checks http://www.justice.tas.gov.au/working_with_children

To apply, you need to:

- Complete the online application form below (in English)
- Print the application receipt which will be generated when you complete the application or write down your reference number
- Pay the application fee (online by credit card or at Service Tasmania)

You must then visit a Service Tasmania Shop to:

- Verify your identity, read the fact sheet: [Proof of Identity \(PDF File, 390.4KB\)](#)
- Have your photo taken
- Pay the application fee shown on your application receipt (if you haven't already paid online).

As of the 1st of July 2017, the fee for a volunteer check is \$18.60 and it is current for three years. Subject to the Working with Vulnerable People certificate being used for SCA activities, the Group Council may decide to cover the cost of a check on a case by case basis.

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/>

A person under the age of 18 who is working with children does not need a Working with Children Check. There is no fee for volunteers.

Working With Children in Western Australia

A Working with Children (WWC) Check is compulsory for people who carry out child-related work in Western Australia. <https://workingwithchildren.wa.gov.au/>

WWC Check application forms are only available from authorised Australia Post outlets or you can contact the WWC Screening Unit; this is because each form has a unique identifier. WWC Check application forms are NOT available online for download.

<https://workingwithchildren.wa.gov.au/applicants-card-holders/applying-for-a-wwc-check/how-to-apply>

If person's application or renewal for a WWC Check is successful they will be issued with an Assessment Notice in the form of a WWC Card.

A person under the age of 18 who is working with children needs a Working with Children Check

in Western Australia.

As of the 12 September 2017 the fee for a volunteer is \$11.00

Subject to the Working with Children Check being used for SCA activities, the Group Council may decide to cover the cost of a check on a case by case basis.

New Zealand

As of the 1st of July 2015 it is requirement for people working with children to undergo a Safety Check however there is no specific legislation (as yet) requiring specific screening for volunteers who work with children.

SCA members from New Zealand may not be able to work with children in Australia, as Background checks made in New Zealand are not directly transferable.

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 Working with Children Check in their own State.

Tasmania

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 not more than 28 days in any 12-month period.

Victoria

Interstate visitors can do child-related work in Victoria without a Victorian Check for a period of up to 30 days in the same calendar year for:

- several events or occasions with a Check from their state or territory, or
- only one event or occasion without a Check from their state or territory

Western Australia

People visiting Western Australia who engage in child-related work will be exempt from registration for a working with children check during the first two weeks after arrival, and for no more than two weeks in any 12-month period.

Travelling Internationally

International visitors may not work with children in Australia. This includes New Zealand SCA members.

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
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Revision History

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