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## 5.6 Working With Children and Vulnerable People Checks Policy

Adopted: 25 August 2025

Approved by: AUTRA Committee

### 1. Purpose

This policy establishes the procedures and standards for screening, compliance, verification, and record-keeping relating to Working With Children Checks (WWCC) and equivalent checks for vulnerable people across all AUTRA activities. It ensures AUTRA complies with the Working with Children Act 2005 (Vic), Sport Integrity Australia National Integrity Framework, Sport Australia Member Protection Framework, Associations Incorporation Reform Act 2012 (Vic), and Privacy Act 1988 (Cth), as well as all requirements under the AUTRA Rules of Association. The policy is designed to protect the safety and wellbeing of children and vulnerable people participating in AUTRA events, programs, and operations.

## 2. Scope

This policy applies to all AUTRA members, employees, contractors, athletes, coaches, volunteers, officials, committee members, and anyone engaged in AUTRA activities or representing AUTRA in any capacity where contact with children (under 18) or vulnerable people may occur.

### 3. Statement of Commitment

AUTRA is committed to child and vulnerable person safety, rigorous compliance with all legislative and integrity requirements, and the highest standards of risk management to prevent harm, exploitation, or abuse within any AUTRA activity or environment.

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### 4. Definitions

- **Child:** Any person under 18 years of age.
- **Vulnerable Person:** Includes children, as well as individuals who may be at increased risk of harm, exploitation, or abuse due to age, disability, disadvantage, or circumstance.
- **Child-Related Role:** Any position (paid or unpaid) involving direct, regular contact with children or vulnerable people, including roles that supervise, instruct, or care for children (either in person or online).
- **WWCC:** Working With Children Check (Victorian scheme); equivalent checks include Blue Card (QLD), Working With Vulnerable People (WWVP, ACT, TAS), or state/territory equivalents.
- **Relevant Legislation:** Includes but is not limited to the Working with Children Act 2005 (Vic), Associations Incorporation Reform Act 2012 (Vic), Privacy Act 1988 (Cth), Sport Integrity Australia National Integrity Framework (NIF), and Sport Australia Member Protection Framework.

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### 5. Roles & Responsibilities

- **AUTRA Committee:** Responsible for oversight, enforcement, record monitoring, and review of this policy. Ensures all AUTRA activities comply with legislation and this policy.
- **Governance Officer:** Maintains the WWCC and vulnerable persons check register, monitors compliance, and updates stakeholders on regulatory changes.
- **Child Safeguarding Officer:** Receives reports of any breaches or concerns regarding WWCC or vulnerable persons compliance.
- **Individuals in Child-Related/Vulnerable Person Roles:** Must hold a valid, current WWCC (or equivalent), and provide evidence prior to commencing any activity or role with AUTRA.
- **All Members:** Responsible for reporting any concerns or suspected breaches of this policy to the Child Safeguarding Officer or Committee Secretary.

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### 6. Screening, Verification & Record-Keeping

- All persons engaged in child-related or vulnerable person roles must provide a current, cleared WWCC or equivalent check before commencing duties, regardless of employment or volunteer status.
- WWCC (or equivalent) details must be submitted to AUTRA's Child Safeguarding Officer for verification.
- The Governance Officer will maintain a confidential, secure register of all WWCC and related checks, in accordance with the Privacy Act 1988 (Cth), accessible only as required for compliance or in case of investigation.
- The register must include: full name, number/ref, expiry date, state/territory of issue, verification date, and the role being performed.
- The currency of WWCC (or equivalent) must be maintained at all times, and any changes, suspensions, or revocations must be reported immediately to the Child Safeguarding Officer.

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### 7. Induction, Training, and Policy Familiarisation

- No committee member, coach, staff, volunteer, or contractor in a child-related role may commence until their WWCC has been verified.
- Affected persons must also complete AUTRA's Child Safeguarding Induction and annual Child Safe training modules, as well as relevant Member Protection and NIF eLearning prior to commencement.
- All must acknowledge receipt and understanding of this policy (in writing) as part of induction.

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### 8. Expiry, Suspension or Revocation

- Individuals with expired, suspended, or revoked WWCC (or equivalents) must immediately stand down from any child-related or vulnerable person duties until clearance is reinstated and verified.
- Non-compliance with WWCC obligations will result in immediate removal from unsupervised activities and may lead to suspension or termination in accordance with the *2.5 Complaints, Disputes & Discipline Policy* and the Associations Incorporation Reform Act 2012 (Vic).



### 9. Reporting & Responding to Concerns

- Suspicions, non-compliance, or breaches related to WWCC or related checks must be reported immediately to the Child Safeguarding Officer or AUTRA Secretary.
- If criminal or child safety matters are identified, they will be escalated in accordance with the Child Safeguarding Policy and, if required, external authorities and Sport Integrity Australia will be notified.

### 10. Privacy & Data Security

- All records and information collected as part of the WWCC or other checks will be handled confidentially and stored securely, as required by the Privacy Act 1988 (Cth).
- Personal information will only be accessed by authorised persons or otherwise where required by law.

### 11. Review

This policy will be reviewed every two (2) years or sooner if required due to changes to AUTRA's governing rules, relevant laws, or integrity frameworks, or upon feedback/incident review.

### 12. Related Documents

- AUTRA Rules of Association
- 2.2 Child Safeguarding Policy
- 2.5 Complaints, Disputes & Discipline Policy
- Sport Integrity Australia National Integrity Framework
- Sport Australia Member Protection Framework
- Working with Children Act 2005 (Vic)
- Associations Incorporation Reform Act 2012 (Vic)
- Privacy Act 1988 (Cth)

**Compliance Note:**

This policy is aligned with:

- Working with Children Act 2005 (Vic)
- Sport Integrity Australia National Integrity Framework
- Sport Australia Member Protection Framework
- Associations Incorporation Reform Act 2012 (Vic)
- Privacy Act 1988 (Cth)
- AUTRA Rules of Association

**Contact:** AUTRA Child Safeguarding Officer ([childsafeguardingofficer@autra.asn.au](mailto:childsafeguardingofficer@autra.asn.au)) or  
Committee Secretary ([secretary@autra.asn.au](mailto:secretary@autra.asn.au)) for all queries or breach notifications.

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### Appendix A – Working With Child and Vulnerable People Checks Policy Acknowledgement

*Declaration*

I, \_\_\_\_\_ [full name], acknowledge that:

1. *I have read and understood the 5.6 Working With Children and Vulnerable People Checks Policy (Version 1, approved on August 25 2025).*
2. *I agree to comply with the requirements of this Policy at all times while engaged in any AUTRA activity.*
3. *I understand that failure to follow this Policy may result in disciplinary action under 2.5 Complaints, Disputes & Discipline Policy, and referral to external authorities as appropriate.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Role/Position: \_\_\_\_\_