



# Northern Victorian Showjumping Club Inc.

## WORKING WITH CHILDREN CHECK

### REGISTER PROCEDURE

**Date presented to Committee Meeting:** August 19 2025

**Version:** 1.1

**Endorsed:** Unanimous | **Review Date:** August 2026

#### PURPOSE

To ensure a clear procedure on how Northern Victorian Showjumping Club maintains a 'Working with Children Clearance (WWCC)' register including maintaining, monitoring and cross-checking.

The register includes each person's:

- name
- clearance number
- expiry date
- date the check was last verified
- copy of current WWCC

The Working With Children Check (WWCC) applies to adults who work with children or are engaged in volunteer roles involving children (under 18 years of age) and is the mandatory minimum standard for a range of child-related industries. Legislation in Victoria is continually revised and updated, and now includes all areas of administration, officiating, and coaching. People working or volunteering in connection with Equestrian Victoria are required to have their WWCC if they fall into a category listed below.

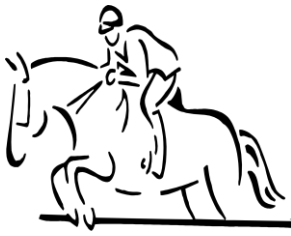
#### WWCC requirements

Equestrian Australia requires all Accredited Officials to hold a WWCC from 1<sup>st</sup> July 2023. All interstate Officials in attendance must provide a WWCC or their State's relevant check. 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.

To ensure that Northern Victoria Showjumping Club meet their Victorian Child Safety compliance obligations, individuals occupying the following roles are required to obtain a WWCC.

If the volunteer is in direct contact with children, or may be left unsupervised with children, they will require a WWCC.



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- Members of Club Committees/Working Parties
- Event Directors and Organisers
- Coaches
- All EA Officials
- Volunteers involved in communication activities to athletes via any means, including oral, written, or electronic (emails, social media, video conferencing)
- Volunteers in a role that may see them unsupervised with children
- Office/Check in staff
- Arena Marshalls (unless they have a child who is a member of Equestrian Victoria)
- Gear Checkers
- Selectors for State Teams/Squads
- First Aid
- EV Accredited Photographers

If the volunteer is conducting the duty as a once off and is not a regular event volunteer or is filling in a position that was not intended, a Member Protection Declaration may suffice.

## Who does not need a WWCC?

Volunteers who are not in direct contact with children or may interact with children incidentally outside of the scope of their role, are not required to have a WWCC. It is recommended that a Member Protection Declaration is still signed by these individuals.

Some examples of these roles are below.

- Arena maintenance
- Scorers
- Pole collectors

Individuals can do child-related work at events after their application has been lodged and while it is being processed, except at Interschool events where an individual must hold a WWCC.

An individual cannot conduct work whilst waiting for a check if they:

- have been charged with, found guilty, or convicted of a sexual, violent or drug offence listed in clause 2 of Schedule 5 of the Worker Screening Act 2020 (the Act)
- have previously been given a WWC Exclusion, unless they then subsequently received a Clearance
- have applied for the Check and are supervising a child under the age of 15 in employment under the Child Employment Act 2003
- have applied for a Check and are working in an education and care service under the Children's Services Act 1996 or in an education and care service under the Education and Care Services National Law (Victoria) Act 2010
- have been excluded from child-related work interstate
- are subject to: - reporting obligations under the Sex Offenders Registration Act 2004 - a Supervision Order, Detention Order or Emergency Detention Order.



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## Who pays for a WWCC?

It is each individual's responsibility to ensure they have a current WWCC. Volunteers can apply for the free volunteer check, whilst paid employees or officials must hold an employee check. More information on how to obtain a WWCC can be located on the [Victorian Government WWCC website](#).

## Are there any WWCC exemptions?

Teachers or early childhood teachers who are currently registered with the Victorian Institute of Teaching (VIT), are exempt from holding a Working with Children Check, unless they've been given a Negative Notice. This is because registration with VIT is only granted to people who are appropriately qualified and assessed by VIT as 'suitable to teach.'

All teachers and early childhood teachers registered with VIT must notify Working with Children Check Victoria (WWCCV) of any child-related work they do outside of their teaching in a school or early childhood service, regardless of whether it is paid or voluntary work.

If a teacher's VIT registration is suspended or cancelled, WWCC may notify the relevant organisations that the teacher exemption no longer applies.

## PROCEDURE

### WWCC Register

Northern Victoria Showjumping Club maintains the WWCC Register on a spreadsheet stored with the Secretary and on Google Drive. The Event Director or nominated person will check WWCC are valid at the time of an event. The Event Director or nominated person is required to monitor the committee WWCC throughout the year and ensure each member has registered Equestrian Victoria as an interested party on the Services Victoria site.

The Event Director or nominated person is responsible for sighting, verifying and recording WWCC information under the following process:

1. Record the relevant WWCC clearance details in the WWCC register
2. Ensure the WWCC card type is correct (Employee or Volunteer)
3. Verify the WWCC;
  - If checking the status of multiple WWCCs, copy the last name and card number into the [sample CSV file from the Service Victoria website](#), submit to the online [Working With Children Status Checker](#) and wait for an email with the results of the status check
  - If checking the status of a single WWCC enter the last name and card number into the online [Working With Children Status Checker](#)
  - If checking the status of a Digital Working with Children Check, use the Service Victoria app on a mobile device to scan the QR code on the digital card. Get the Service Victoria app [from Google Play](#) or the [App Store](#)
4. Record the date the WWCC was verified on the WWCC register and copy paste the status check message or expiry date provided by Service Victoria into the WWCC register.
5. Save the WWCC register in the NVSJC Google Drive.



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## Ongoing maintenance of the WWCC Register

1. At the beginning of each financial year the Event Director or nominated person will copy the last name and card numbers of all entries in the WWCC register into the [sample CSV file from the Service Victoria website](#), submit to the online [Working With Children Status Checker](#) and wait for an email with the results of the status check, to check if there have been any changes to a person's WWCC status
2. Where a person's WWCC status has changed to indicate a concern (eg expired, suspension or revocation of clearance) the Event Director or nominated person will inform the President immediately and steps will be taken to ensure the person is removed from their duties until such time as they provide satisfactory evidence of their clearance.
3. At the same time as running the check the Event Director or nominated person will note where clearances are due to expire during the year.
4. Where the check is expiring during the year the Event Director or nominated person will contact the WWCC holder to remind them that their WWCC is due to expire and to request updated information once it has been renewed
5. When the updated information is provided the information is entered into the WWCC register and validated as per the procedure above for adding new entries.

## RELATED POLICIES AND RESOURCES

- [Working with Children Check FAQs](#)
- [Safeguarding Children & Young People Policy](#)

## PROCEDURE REVIEW AND APPROVAL

Procedures last reviewed	August 2025
Approved by	Committee unanimously
Next scheduled review date	August 2026