



Policy #7

Member Protection Policy

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Foundation for all sports

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ASSOCIATED POLICIES

- Code of Conduct
- Complaint Handling Procedures
- Social Media Policy
- Anti-Bullying Policy
- Risk Management Policy
- Drug and Alcohol Policy
- Smoke Free Policy

INTRODUCTION

- The Tasmanian Little Athletics Association (LATas) is strong in its commitment to a coordinated and comprehensive approach to promote the protection of children and adults. In accordance with the Tasmanian State Government principals for child protection and intervention, LATas aims to promote a safe environment for all children and adults and to recognise and notify suspected child abuse and neglect.
- The Tasmanian Little Athletics Association is committed to provide an environment safe for children that is free from harassment, discrimination and abuse for everyone, and promotes respectful and positive behaviour and values.
- This policy provides a code of behaviour forming the basis of appropriate and ethical conduct which everyone must abide by.
- The Tasmanian Little Athletics Association is committed in ensuring that everyone associated with the organisation complies with the policy.

PART A: TASMANIAN LITTLE ATHLETICS ASSOCIATION MEMBER PROTECTION

1. Introduction

The Association aims to encourage, promote, advance and administer the Sport, throughout Tasmania and to encourage the development of athletes of all abilities by promoting positive attitudes and a healthy lifestyle through family and community involvements in athletic activities, both as a social and recreational activity and as athletic competition.

2. Purpose of this policy

This Member Protection Policy aims to maintain ethical and informed decision-making and responsible behaviours within our sport. It outlines our commitment to a person's right to be treated with respect and dignity and to be safe and protected from abuse. This policy informs everyone involved in our sport of his or her legal and ethical rights and responsibilities and the standards of behaviour that are required.

The policy attachments outline the procedures that support our commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from our sport. As part of this commitment, the Tasmanian Little Athletics Association will take disciplinary action against any person or organisation bound by this policy if they breach it.

This policy has been endorsed by the Board of Tasmanian Little Athletics Association and has been incorporated into our By-Laws. The policy starts on 5 August 2015 and will operate until replaced. Copies of the current policy and its attachments are on the Tasmanian Little Athletics Website.

3. Who this Policy Applies To

This policy applies to the following people involved in Little Athletics at a State Level and affiliated Centres and Clubs, whether they are in a paid or unpaid/voluntary capacity.

- Persons appointed or elected to boards, committees and sub-committees;
- Employees of Tasmanian Little Athletics Association;
- Members of the Tasmanian Little Athletics Association Executive;
- Support personnel appointed or elected to state teams and squads (e.g. managers, physiotherapists, psychologists, masseurs, sport trainers);
- State coaches and assistant coaches;
- State representative athletes;
- State referees, umpires and other officials involved in the regulation of the sport;
- Members, including life members of the Tasmanian Little Athletics Association
- Athletes, coaches, officials and other personnel participating in events and activities, including camps and training sessions, held or sanctioned by Tasmanian Little Athletics Association
- Any other person including spectators, parents/guardians and sponsors, who or which agrees in writing (whether on a ticket, entry form or otherwise) to be bound by this policy];

Member associations are required to adopt and implement this policy and to provide proof to the Tasmanian Little Athletics Association of the approval of the policy by the relevant board in accordance with its constitution

This policy will continue to apply to a person, even after they have stopped their association or employment with Tasmanian Little Athletics Association, if disciplinary action against that person has commenced.

4. Responsibilities of the Organisation

The State Association and affiliated Centres and Clubs must:

- Adopt, implement and comply with this policy;
- Make such amendments to their Constitution, Rules or Policies necessary for this policy to be enforceable;
- Publish, distribute and promote this policy and the consequences of breaches;
- Promote and model appropriate standards of behaviour at all times;
- Promptly deal with any breaches or complaints made under this policy in a sensitive, fair, timely and confidential manner;
- Apply this policy consistently;
- Recognise and enforce any penalty imposed under this policy;
- Ensure that a copy of this policy is available or accessible to the persons and associations to whom this policy applies;
- Use appropriately trained people to receive and manage complaints and allegations e.g. Member Protection Information Officers (MPIOs);
- Monitor and review this policy at least annually.

5. Individual Responsibilities

Individuals bound by this policy are responsible for:

- Making themselves aware of the policy and complying with its standards of behaviour;
- Complying with screening requirements and any state/territory working with children checks;
- Placing the safety and welfare of children above other considerations;
- Being accountable for their behaviour;
- Following the procedures outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour; and
- Complying with any decisions and/or disciplinary measures imposed under this policy.

6. Position Statements

6.1 Child Protection

Tasmanian Little Athletics Association is committed to the safety and wellbeing of all children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

Tasmanian Little Athletics Association acknowledges that our staff, members and volunteers provide a valuable contribution to the positive experiences of children involved in our sport. Tasmanian Little Athletics Association will take measures to protect the safety and welfare of children participating in our sport by -

Identify and Analyse Risk of Harm

Tasmanian Little Athletics Association will develop and implement a risk management strategy, which includes a review of existing child protection practices, to determine how child-safe and child-friendly the organisation is and to determine what additional strategies are required to minimise and prevent risk of harm to children because of the action of an employee, volunteer or another child.

Develop a clear and accessible Child Safe Policy

Tasmanian Little Athletics Association has a member protection Policy that outlines its commitment to promoting children's well being and safeguarding them from harm. This policy will be readily available to all members and those to whom it applies.

Develop Codes of Conduct for Adults and Children

Tasmanian Little Athletics Association will ensure that the organisation has codes of conduct that specify standards of conduct and care when dealing and interacting with children, particularly those in the organisation's care. The organisation will also implement a code of conduct to address appropriate behaviour between children.

The code of conduct will set out professional boundaries, ethical behaviour and unacceptable behaviour. (*refer Little Athletics Tasmania Code of Conduct*)

Choose Suitable Employees and Volunteers

Tasmanian Little Athletics Association will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions).

This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

Tasmanian Little Athletics Association will ensure that relevant history assessments are conducted for employees and volunteers working with children, where an assessment is required by law.¹

Assessing relevant history information

In the majority of cases, a person will have no criminal history. In these cases, the assessment will be successfully completed and no further action in respect to an assessment will be required.

No person will be considered suitable to be employed, contracted, hired, retained, accepted as a volunteer, or allowed to undertake prescribed functions for Tasmanian Little Athletics Association or its affiliated associations or Clubs if he or she has been convicted of:

- murder or sexual assault
- violence in relation to a child
- an offence relating to child pornography
- an offence involving child prostitution
- any child abuse offence, for example criminal neglect.
- sexually-motivated offences
- violence offences/assault including any form of assault which has resulted in a sentence of imprisonment
- offences relating to cruelty to animals
- any other offences against a child (including drug offences).

Where a person has been charged with an offence and the proceedings have not been finalised then they are not able to be involved with the Association or Centre until the charges/investigation has been determined or completed.

The decision of this process will be deemed to be final and binding on all parties.

Ensuring procedural fairness if a person has a criminal history

Existing staff, members and volunteers:

All existing staff, members and volunteers will be provided with the opportunity to confirm or dispute the information contained within the National Police Certificate report and to provide contextual information if they wish before the assessment is conducted.

Prior to a decision being made, Tasmanian Little Athletics Association will communicate to the applicant a pending decision not to employ or engage them because of their criminal history and the reasons for this decision.

¹ *Children's Protection Act 1993* Section 8B.

New staff, members and volunteers:

New applicants for employment, membership and volunteer positions will be provided with the opportunity to confirm or dispute the information contained within the National Police Certificate report and to provide contextual information if they wish before the assessment is conducted.

The Tasmanian Little Athletics Association will communicate to the applicant the decision not to employ or engage them or to accept their application for membership. They will not be provided with the reasons for this decision.

There will be no appeal to this decision.

Records management

Tasmanian Little Athletics Association will take specific actions to store and record information obtained through conducting a relevant history assessment. This includes taking measures to ensure information is protected and confidentially stored and safeguards to protect against loss, unauthorised access, modification, disclosure or other misuse.

Criminal history information will not be retained once a decision has been made regarding the person's suitability to work with children. No criminal history information will be retained beyond three months.

Tasmanian Little Athletics Association will retain the following information regarding their decision:

- That a criminal history report was obtained and the date the report was issued
- How the criminal history and other information obtained affected decision making processes
- Statutory declarations (where applicable)
- Date for reassessment

Tasmanian Little Athletics Association will retain appropriate records to demonstrate their compliance with their legal requirements. The criminal history register and relevant history assessment template (where applicable) will be used to record this information.

Exemptions from the requirement to conduct relevant history assessments

- A person who is appointed as a police officer or is a registered teacher provided that they are still employed in that profession at the time of the application. This employment is to be confirmed before they are exempt. (Police officers and teachers are already subject to comprehensive criminal history assessments as a prerequisite for employment).

Support, Train, Supervise and Enhance Performance

Tasmanian Little Athletics Association will ensure that volunteers and employees who work with children or their records have ongoing supervision, support and training such that their performance is developed and enhanced to promote the establishment and maintenance of a child-safe environment.

Empower and Promote the Participation of Children in Decision-Making and Service Development

Tasmanian Little Athletics Association will promote the involvement and participation of children and young people in developing and maintaining child-safe environments.

Report and Respond Appropriately to Suspected Abuse and Neglect

Tasmanian Little Athletics Association will ensure that volunteers and employees are able to identify and respond to children at risk of harm.

Tasmanian Little Athletics Association will make all volunteers and employees aware of their responsibilities under the [Children, Young Persons and their Families Act 1997](#) to make a report to Child Protection Services

1300 737 63 if they have suspicion on reasonable grounds that a child has been or is being abused or neglected. Certain people are obligated to make a report and failure to do so may result in a penalty of up to \$10,000.

In addition to their obligation as a mandated notifier, if any person feels another person or organisation bound by this policy is acting inappropriately towards a child or is breaching the code(s) of practice set out they may make an internal complaint. Please refer to our complaints procedure outlined in attachment of this policy. This will explain what to do about the behaviour and how Tasmanian Little Athletics Association will deal with the problem.

Handling an allegation of child abuse

A useful guideline for managing allegations of misconduct towards children is available at www.childwise.org.au

Process for dealing with members charged with, or under investigation for, a criminal offence

This process sets out the procedure that TASMANIAN Little Athletics Association] will follow in the event that it becomes aware that a member has been charged with, or is being investigated for, a relevant criminal offence.

Guiding Principle

The paramount consideration is the rights, interests and wellbeing of children and their protection from harm. The organisation must remember the mandatory reporting obligations for the organisation and/or individuals who form a suspicion that a child is or is at risk of being harmed. Child Protection Services 1300 737 63

Risk Assessment

In the event that Tasmanian Little Athletics Association becomes aware that a member has been charged with, or is being investigated for, a relevant criminal offence, the President of Tasmanian Little Athletics Association in consultation with Member Protection Officer will immediately commence a risk assessment of the risk of harm to children and consider taking protective action. That member will be advised that a risk assessment in progress and they will be immediately suspended from any activities with the association or center until that risk assessment has been completed. The member is to be advised of the outcome of that risk assessment in a timely manner

The risk assessment will:

- Be conducted in accordance with the guidelines and principles set out under *Standard 5 of the Child Safe Environments: Standards for dealing with information obtained about a person's criminal history as part of a relevant history assessment*;
- Recognise that an investigation or charge does not mean that the person is guilty and that the matter needs to be resolved through proper legal avenues;
- Consider all matters on an individual basis and include an assessment of all relevant circumstances;
- Provide the member an opportunity to make submissions on whether he or she had been charged with an offence warranting some action, and what action should be taken;
- Be made in accordance with the principles of natural justice and procedural fairness. Assessment procedures will be transparent, documented and consistently applied;
- Not compromise any police investigations or evidence.

Where the outcome of the risk assessment is that protective action is necessary, the Tasmanian Little Athletics Association may:

- Control or supervise contact between the member and children
- Prevent contact between the member and children
- Remove the member from duties until the outcome of the investigation or charge is known;
- Take any other action that is necessary and reasonable in the circumstances.

Procedure

- Where the risk assessment determines that protective action is necessary against a member to safeguard and protect children, Tasmanian Little Athletics Association will give the member the opportunity to voluntarily remove him or herself from activities until the outcome of the charge or investigation is known.
- In the event that the member will not voluntarily remove themselves from activities until the outcome of the charge or investigation is known, the TASMANIAN Little Athletics Association will put forward a resolution to the Board to suspend or temporarily remove the member.
- The outcome of the resolution will be recorded in the minutes and then implemented.
- The outcome recorded in the minutes will not contain unnecessary information relating to the investigation or charge or identify (directly or indirectly) any junior members.

Guide to Protective Practices:

All Tasmanian Little Athletics Association Inc. staff whether paid, voluntary, permanent, or casual, officers and Centre Personnel are encouraged to adopt protective practices to maximise their protection from an act, or actions which may be misconstrued. The following is only a guide and Centre Personnel should initiate protective measures or a Centre with an enclosed ground may utilize a gate attendant:

- No athlete in the Tiny Tots to Under 10 years be permitted to leave the competition area without a parent/guardian
- Incorporate a 'buddy' system when athletes require to leave the competition area (e.g. to go to the toilet)
- Enforce the parent/guardian be present at the ground at all times, emphasizing during registration process the Association policy on Child Protection and that at no time is Little Athletics a babysitting service.
- In a situation when a parent/guardian of a child cannot attend the activity and this is an unusual circumstance if that child's parent/guardian arranges for their child to attend in the company of another trusted person (so another child's parent/guardian known to them) the child may participate. These occurrences should be infrequent. If a child's parent/guardian were to miss attendance for more than three consecutive weeks then the ongoing participation of that child would cease.
- One on one Coaching activities should be avoided, unless a Parent/Guardian or other athletes/officials are in the near vicinity
- Video viewing in one on one situation is totally banned
- When conducting camps with both boys and girls participating, it is important that adults of both genders accompany the group
- Encourage, don't pressure
- Be sensitive to an individual athlete's capacity for physical activity and protect them from any unwarranted pressure to participate
- Discipline and manage behaviour – do not abuse or exhibit insulting or aggressive behaviour
- Don't exaggerate or trivialize child abuse issues.
- Do not let children involve you in excessive attention seeking behaviour that is overtly sexual or physical in nature.
- Do not put yourself in the position of being left alone in private with a child

6.2 Taking Images of Children

Tasmanian Little Athletics Association acknowledges that in Tasmania under the Summary Offences Act 1953 a person must not engage in indecent filming. Images of children and adults should not be used inappropriately or illegally.

Tasmanian Little Athletics Association requires that individuals and associations, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used. We also require the privacy of others to be respected and disallow the use of camera phones, videos and cameras inside changing areas, showers and toilets.

If Tasmanian Little Athletics Association uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. We will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. We will not display information about hobbies, likes/dislikes, school, etc as this information can be used as grooming tools by pedophiles or other persons. We will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc.

We require our members, Clubs and centers to do likewise.

6.3 Social Networking

Tasmanian Little Athletics Association acknowledges the enormous value of social networking to promote our sport and celebrate the achievements and success of the people involved in our sport.

We expect all people bound by this policy to conduct themselves appropriately when using social networking to share information related to our sport.

Our social media policy is attached to this document

The Tasmanian Little Athletics Association has the right to enforce this Policy at its discretion. An LATAS administrator may remove any posted messages that it considers to be in breach of this policy and will block repeat offenders.

LATAS may record any information posted to one of our social media channels (including, but not limited to, Facebook, Twitter and YouTube) and may use that information for the purpose of administering its social media channels and considering and/or addressing any comments made. No attempt will be made to further identify users of our social media channels except where authorised by law. The Tasmanian Little Athletics Association is not responsible for the privacy practices or content included on our social media channels or any linked websites.

6.4 Anti-Discrimination and Harassment

Tasmanian Little Athletics Association opposes all forms of harassment, discrimination and bullying.

This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers.

Some forms of harassment, discrimination and bullying, based on personal characteristics such as those listed in the Dictionary at clause 10, are against the law.

If any person feels they are being harassed or discriminated against by another person or organisation bound by this policy, please refer to our complaints procedure outlined in the attachment of this policy. This will

explain what to do about the behaviour and how the Tasmanian Little Athletics Association will deal with the problem.

Tasmanian Little Athletics Association encourages individuals to report (on a confidential basis) any harassment or discrimination which they observe against another person for consideration by the Association.

6.5 Intimate relationships

This section specifically applies to behavior between consenting adults only. Where a member becomes aware that a child under 17 years of age has been subjected to predatory behavior or behavior that may lead to criminal proceedings then they have an obligation to report this behavior to Child Protection Services 1300 737 63 and then advise the Little Athletics Tasmania President or Member Protection Officer for Tasmanian Little Athletics.

Tasmanian Little Athletics Association understands that consensual intimate relationships (including, but not limited to sexual relationships) between coaches or officials and adult athletes may take place legally. However, this policy will help ensure that the expectations of coaches or officials are clear and, to ensure that if an intimate relationship does exist or develop between a coach or official and an adult athlete, that relationship will be managed in an appropriate manner.

Coaches and officials are required to conduct themselves in a professional and appropriate manner in all interactions with athletes. In particular, they must ensure that they treat athletes in a respectful and fair manner, and that they do not engage in sexual harassment, bullying, favoritism or exploitation.

We take the position that consensual intimate relationships between coaches or officials and the adult athletes they coach should be avoided as they can have harmful effects on the athlete involved, on other athletes and coaches and on the sport's public image. These relationships can also be perceived to be exploitative due to the differences in authority, power, maturity, status, influence and dependence between the coach or official and the athlete.

We recommend that if an athlete attempts to initiate an intimate relationship with a coach or official, the coach or official should discourage the athlete's approach and explain to the athlete why such a relationship is not appropriate.

If a consensual intimate relationship does exist or develop between an adult athlete and a coach or official, the coach or official is expected to ensure that the relationship is appropriate and that it does not compromise impartiality, professional standards or the relationship of trust the coach or official has with the athlete and/or other athletes.

In assessing the appropriateness of an intimate relationship between a coach or official and an adult athlete, relevant factors include, but are not limited to:

- the relative age and social maturity of the athlete;
- any potential vulnerability of the athlete;
- any financial and/or emotional dependence of the athlete on the coach or official;
- the ability of the coach or official to influence the progress, outcomes or progression of the athlete's performance and/or career;
- the extent of power imbalance between the athlete and coach or official; and
- the likelihood of the relationship having an adverse impact on the athlete and/or other athletes.

It will often be difficult for a coach or official involved in an intimate relationship with an adult athlete to make an objective assessment of its appropriateness and accordingly they are encouraged to seek advice from the Member Protection Information Officer to ensure that they have not involved themselves in inappropriate or unprofessional conduct.

If it is determined that an intimate relationship between a coach or official and an adult athlete is inappropriate or unprofessional we may take disciplinary action against the coach or official up to and

including dismissal. Action may also be taken to stop the coaching relationship with the athlete. This could include a transfer, a request for resignation or dismissal from coaching duties.

If a coach, official or athlete believes they are being, or have been, harassed they are encouraged to seek information and support from the Member Protection Information Officer. Our complaints procedure is outlined in of this policy.

6.6 Pregnancy

Tasmanian Little Athletics Association is committed to treating pregnant women fairly and to removing any unreasonable barriers to their full participation in our sport. We will not tolerate any discrimination or harassment against pregnant women.

Tasmanian Little Athletics Association will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. We will advise pregnant women that there may be risks involved with their continuing participation in sport, and we will encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn child, is of utmost importance in their decision-making about the extent they choose to participate in our sport.

We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our sport. Pregnant women should make these decisions themselves, in consultation with their medical advisers and in discussion with the Tasmanian Little Athletics Association

We will only require pregnant women to sign a disclaimer in relation to their participation in our sport whilst they are pregnant if all other participants are required to sign one in similar circumstances. We will not require women to undertake a pregnancy test.

If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person or organisation bound by this Policy, she may make a complaint. (Refer to the attachments of this policy.)

6.7 Gender identity

Gender identity means the gender-related identity, appearance or mannerisms or other gender-related characteristics of a person. This includes the way people express or present their gender and recognises that a person's gender identity may be an identity other than male or female. Some terms used to describe a person's gender identity include transgender and gender diverse.

6.7.1 Gender identity discrimination and harassment

Federal, state and territory anti-discrimination laws provide protection from discrimination against people on the basis of their gender identity. (See definition in Dictionary of terms).

The Tasmanian Little Athletics Association is committed to providing a safe, fair and inclusive sporting environment all where people can contribute and participate. We will not tolerate any unlawful discrimination or harassment of a person because of their gender identity.

All persons, regardless of gender identity, are entitled to be treated fairly and with dignity and respect at all times. We will not tolerate any unlawful discrimination or harassment of a person because of their gender identity. This includes discrimination or harassment of a person who is transgender or transsexual, who is assumed to be transgender or transsexual or has an association with someone who has or is assumed to be transgender or transsexual.

We expect all people bound by this policy to act with sensitivity when a person is undergoing gender transition/affirmation.

If any person believes that they are being, or have been, harassed or discriminated against by another person or organisation bound by this policy because of their gender identity, they may make a complaint.

6.7.2 Participation in sport

The Tasmanian Little Athletics Association recognises that excluding people from participating in sporting events and activities because of their gender identity may have significant implications for their health, wellbeing and involvement in community life. We are committed to supporting participation in our sport on the basis of the gender with which a person identifies.

If issues of performance advantage arise, we will consider whether the established discrimination exceptions for participation in sport are relevant in the circumstances. Discrimination is unlawful unless an exception applies.

Drug testing procedures and prohibitions also apply to people who identify as transgender. A person receiving treatment involving a Prohibited Substance or Method, as described on the World Anti-Doping Agency's Prohibited List, should apply for a standard Therapeutic Use Exemption.

6.7.3. Intersex status

Federal anti-discrimination law, and some state and territory anti-discrimination laws, provide protection from discrimination against a person on the basis of their intersex status. (See Dictionary of terms).

The Tasmanian Little Athletics Association is committed to providing a safe, fair and inclusive sporting environment where all people can contribute and participate. We will not tolerate any unlawful discrimination or harassment of a person because of their intersex status.

6.8 Smoke-free environment

The Tasmanian Little Athletics Association understands the harmful effects of smoking on health, fitness and performance in sport and that passive smoking is also hazardous to health. It is acknowledged that non-smokers should be protected from the involuntary inhalation of tobacco smoke.

Smoking shall not be permitted in any competition or spectator area during any LATAS competition at Association and Centre level.

Non-compliance with our policy will be handled by an explanation of the LATAS Smoke Free Policy to the person, including the identification of areas in which smoking is permitted. In the case of continued non-compliance with the policy, LATAS personnel will use their discretion as to the steps to be taken, which may include asking the person to leave the premises, event or function.

Please also refer to the Little Athletics Tasmania Smoke Free Policy.

7. Complaints Procedures

7.1 Complaints

Tasmanian Little Athletics Association aims to provide a simple procedure for complaints based on the principles of procedural fairness (natural justice). Any person (a complainant) may report a complaint about a person/s or organisation bound by this policy (respondent).

7.2 Vexatious Complaints & Victimisation

Tasmanian Little Athletics Association aims for our complaints procedure to have integrity and be free of unfair repercussions or victimisation. If at any point in the complaints process the President of Tasmanian Little Athletics Association considers that a complainant has **knowingly** made an untrue complaint or the complaint is vexatious or malicious, the matter may be referred to the CEO of Tasmanian Little Athletics Association for appropriate action which may include disciplinary action against the complainant.

Tasmanian Little Athletics Association will take all necessary steps to make sure that people involved in a complaint are not victimised. Disciplinary measures can be imposed on anyone who harasses or victimises another person for making a complaint.

7.3 Mediation

Tasmanian Little Athletics Association aims to resolve complaints with a minimum of fuss. Complaints may be resolved by agreement between the people involved with no need for disciplinary action. Mediation allows those involved to be heard and to come up with mutually agreed solutions.

Mediation may occur before or after the investigation of a complaint. If a complainant wishes to resolve the complaint with the help of a mediator, the President of Tasmanian Little Athletics Association will, in consultation with the complainant, arrange for a neutral third party mediator where possible. Lawyers are able to negotiate on behalf of the complainant and/or the respondent.

- *For full details, please refer to the Little Athletics Tasmania Complaints Handling Policy.*

8. What is a Breach of this policy?

It is a breach of this policy for any person or organisation to which this policy applies, to do anything contrary to this policy, including but not limited to:

- Breaching the Codes of Behaviour
- Bringing the sport and/or the Tasmanian Little Athletics Association into disrepute, or acting in a manner likely to bring the sport and/or the Tasmanian Little Athletics Association into disrepute
- Failing to follow Tasmanian Little Athletics Association policies (including this policy) and procedures for the protection, safety and welfare of children;
- Discriminating against, harassing or bullying (including cyber bullying) any person and in particular, a child;
- Victimising another person for reporting a complaint or discharging their obligation as a mandated notifier;
- Engaging in a sexually inappropriate relationship with a person that they supervise, or have influence, authority or power over;
- Verbally or physically assaulting another person, intimidating another person or creating a hostile environment within the sport;
- Disclosing to any unauthorised person or organisation any Tasmanian Little Athletics Association information that is of a private, confidential or privileged nature;
- Making a complaint they **knew** to be untrue, vexatious, malicious or improper;
- Failing to comply with a penalty imposed after a finding that the individual or organisation has breached this policy; or
- Failing to comply with a direction given to the individual or organisation during the discipline process.

9. Disciplinary Measures

If an individual or organisation to which this policy applies breaches this policy, one or more forms of discipline may be imposed. Any disciplinary measure imposed under this policy must:

- be applied consistent with any contractual and employment rules and requirements;
- be fair and reasonable;

- be based on the evidence and information presented and the seriousness of the breach; and
- be determined in accordance with our Constitution, this policy and/or Rules of the sport.

9.1 Factors to consider

The form of discipline to be imposed on an individual or organisation will depend on factors such as:

- Nature and seriousness of the breach;
- Consequences of the breach
- If the person knew or should have known that the behaviour was a breach;
- Level of contrition;
- The effect of the proposed disciplinary measures on the person including any personal, professional or financial consequences;
- If there have been relevant prior warnings or disciplinary action;
- Ability to enforce discipline if the person is a parent or spectator (even if they are bound by the policy); and/or
- Any other mitigating circumstances.

10. Dictionary

This Dictionary sets out the meaning of words used in this policy and its attachments without limiting the ordinary and natural meaning of the words. State/Territory specific definitions and more detail on some of the words in this dictionary can be sourced from the relevant State/Territory child protection commissions or equal opportunity and anti-discrimination commissions.

Abuse is a form of harassment and includes physical abuse, emotional abuse, sexual abuse, neglect, and abuse of power. Examples of abusive behaviour include bullying, humiliation, verbal abuse and insults.

Affiliated member means a Centre or Club that has applied to the Board for admission to membership as an affiliate member.

Child means a person who is under the age of 18 years

Child Abuse:

Physical Abuse refers to allegations of physical harm caused to a child by another person. Some signs and symptoms may include unexplained

- Bruising
- Lacerations or welts
- Burns or scald
- Fractures, sprains or dislocations.

Sexual Abuse occurs when someone in a position of power to the child uses that power to involve the child in sexual activity. Some signs and symptoms may include:

- Age inappropriate behaviour and/or persistent sexual behaviour, promiscuity
- Marked changes in behaviour or mood, tantrums, aggressiveness, withdrawal, self-destructive behaviour
- Allusions to problems at home, not wanting to return home
- Fear and loss of trust

- Physical symptoms including bruising or bleeding in the genital area.

Emotional Abuse refers to harm caused to the child by excessive or unreasonable demands as well as failing to provide the psychological nurturing necessary for development. Some signs and symptoms may include:

- Severe verbal abuse or threats of abuse
- Being physically or socially isolated as punishment
- Feelings of worthlessness about life and self
- Extreme attention seeking behaviour
- Behavioral disorders such as disruptiveness, bullying, aggressiveness

Neglect refers to the failure to provide the basic necessities of life including food, clothing, shelter, emotional security, medical care and adequate supervision of the child's growth and development. Some signs and symptoms may include:

- Poor standard of hygiene, inadequate clothing for the weather conditions.
- Malnutrition, complaints of hunger, hiding food.
- Untreated medical or dental problems
- Lack of appropriate supervision – either supervised or under supervised when engaging in certain activities
- Extreme longing for adult affection.

Complaint means a formal expression of dissatisfaction with some aspect of the Association's services, policies and procedures whether justified or not. A complaint does not include a request for information or clarification of Association rules, policies, procedures or decisions.

Complainant means a person making a complaint.

Complaint Handler/Manager means a person appointed under this policy to investigate a Complaint

Relevant History Assessment is a decision about whether a person is suitable to work with children based on the person's criminal history (if any) and the assessed risk of harm to children who receive a service from the organisation. The assessment must be conducted by an organisation or authorised screening unit in accordance with section 8B of the *Children's Protection Act 1993*.

Criminal History Report refer to definition of "police check"

Discrimination means treating or proposing to treat someone less favourably because of a particular characteristic in the same or similar circumstances in certain areas of public life (Direct Discrimination), or imposing or intending to impose an unreasonable requirement, condition or practice that is the same for everyone, but which has an unequal or disproportionate effect on individuals or groups with particular characteristics (Indirect Discrimination). The characteristics covered by discrimination law across Australia are:

- | | |
|--|-----------------------------------|
| • Age | • Political belief/activity |
| • Disability | • Pregnancy and breastfeeding |
| • Family/carer responsibilities | • Race |
| • Gender identity/transgender status | • Religious belief/activity |
| • Homosexuality and sexual orientation | • Sex or gender |
| • Irrelevant medical record | • Social origin |
| • Irrelevant criminal record | • Trade union membership/activity |

Examples of Discrimination

- **Age:** A Club refuses to allow an older person to coach a team simply because of age.
- **Breastfeeding:** A member of the Club who is breastfeeding a baby in the Club rooms is asked to leave.
- **Disability:** A junior player is overlooked because of mild epilepsy.
- **Family responsibilities:** A Club decides not to promote an employee because he has a child with a disability even though the employee is the best person for the job.
- **Gender Identity:** A transgender contract worker is harassed when employees refuse to call her by her female name.
- **Homosexuality:** An athlete is ostracised from her team after it becomes known that she is a lesbian.
- **Marital Status:** A player is deliberately excluded from team activities and social functions because she is single
- **Pregnancy:** A woman is dropped from a squad when she becomes pregnant.
- **Race:** An Italian referee is not permitted to referee games with a high proportion of Italian players on one team because of his race.
- **Sex:** Specialist coaching is only offered to male players in a mixed team.

Gender identity refers to a person's deeply held internal and individual sense of gender.

Gender expression refers to the way in which a person externally expresses their gender or how they are perceived by others.

Harassment is any type of behaviour that the other person does not want and that is offensive, abusive, belittling or threatening. The behaviour is unwelcome and a reasonable person would recognise it as being unwelcome and likely to cause the recipient to feel offended, humiliated or intimidated.

Unlawful harassment is sexual or targets a person because of their race, sex, pregnancy, marital status, sexual orientation or some other characteristic (see characteristic list under discrimination).

It does not matter whether the harassment was intended: the focus is on the impact of the behaviour. The basic rule is if someone else finds it harassing then it could be harassment. Harassment may be a single incident but is usually repeated. It may be explicit or implicit, verbal or non-verbal.

Discrimination and harassment are not permitted in employment (including volunteer and unpaid employment); when providing sporting goods and services including access to sporting facilities; when providing education and accommodation; the selection or otherwise of any person for competition or a team (domestic or international); the entry or otherwise of any player or other person to any competition and the obtaining or retaining membership of Clubs and organisations (including the rights and privileges of membership).

Some exceptions to state and federal anti-discrimination law apply. Examples include:

- holding a competitive sporting activity for females only who are under 12 years of age or of any age where strength, stamina or physique is relevant or
- not selecting a participant if the person's disability means he or she is not reasonably capable of performing the actions reasonably required for that particular sporting activity.

Requesting, assisting, instructing, inducing or encouraging another person to engage in discrimination or harassment may also be against the law.

It is also a breach of discrimination law to victimise a person who is involved in making a complaint of discrimination or harassment. Example: a player is ostracised by her male coach for complaining about his sexist behaviour or for supporting another player who has made such a complaint.

Public acts of racism or racial discrimination which are reasonably likely to offend, insult, humiliate or intimidate are also prohibited. This applies to spectators, participants or any other person who engages in such an act in public. Some states and territories also prohibit public acts that vilify on other grounds such as homosexuality, gender identity, HIV/AIDS, religion and disability – see vilification.

Intersex refers to people who have genetic, hormonal or physical characteristics that are not exclusively 'male' or 'female'. A person who is intersex may identify as male, female, intersex or as being of indeterminate sex.

Mediator means an impartial/neutral person appointed to mediate Complaints.

Member means a member of the TASMANIAN Little Athletics Association.

Member Protection Information Officer (MPIO) means a person trained to advise a complainant of their options regarding a complaint under, or a breach of, this Policy.

Minor Complaint means a complaint dealing with a matter that can be explained or resolved by existing rules, policies and procedures.

Natural justice (also referred to as procedural fairness) means observing the following principles:

- people are entitled to be informed of allegations made against them
- all persons affected by a decision should be given the relevant information to enable an informed submission to be made to the decision-maker or person subsequently reviewing a decision
- during the review of a decision, all persons affected by a decision should have an opportunity to put their case, relevant arguments should be heard, and relevant information should be accessible to all parties
- decision-makers act fairly and impartially
- the penalties imposed must be fair.

Offence that indicates a prima-facie risk of harm has the same meaning as described under Standard 5 of the *Child Safe Environments: Standards for dealing with information obtained about a person's criminal history as part of a relevant history assessment*;

Offence that potentially indicates unsuitability to work with children has the same meaning as described under Standard 5 of the *Child Safe Environments: Standards for dealing with information obtained about a person's criminal history as part of a relevant history assessment*;

Police check means a national criminal history record check conducted as a pre-employment, pre-engagement or current employment background check on a person.

Prescribed Position is set out under section 8B (8) of the Tasmanian Children's Protection Act 1993)

Relevant criminal offence means an offence that indicates a prima-facie risk of harm or that potentially indicates unsuitability to work with children.

Respondent means the person who is being complained about.

Risk assessment in the context of child protection 'refers to a process of evaluating the information received to reach a decision about the risk of harm a person may pose to children'. (*Child Safe Environments: Standards for dealing with information obtained about a person's criminal history as part of a relevant history assessment*).

Role-specific codes of conduct means standards of conduct required of certain roles (e.g. coaches).

Sexual harassment is any unwelcome sexual attention. It can occur between men and women and people of the same sex. It can involve:

- physical contact

- displays of sexually explicit or offensive material
- A coach giving an athlete a massage that involves unwanted sexual contact.
- A team official staring and leering at an athlete.
- A team manager asking players intrusive questions about sexual activity.
- A Club official 'wolf whistling' or making sexual gestures towards a team member.
- An athlete making repeated sexual invitations towards another team member when the person invited has refused similar invitations before.
- A Club publishing a sexist joke (or sexually explicit images) on its website.
- Team members conducting initiation ceremonies that involve unwelcome sexual or sexist behaviour.

Sexual harassment is not behaviour based on mutual attraction, friendship and respect. If the interaction is between consenting adults, it is not sexual harassment.

Sexual offence means a criminal offence involving sexual activity or acts of indecency including but not limited to (due to differences under state/territory legislation):

- Rape
- Indecent assault
- Sexual assault
- Assault with intent to have sexual intercourse
- Incest
- Sexual penetration of child under the age of 16
- Indecent act with child under the age of 16
- Sexual relationship with child under the age of 16
- Sexual offences against people with impaired mental functioning
- Abduction and detention
- Procuring sexual penetration by threats or fraud
- Procuring sexual penetration of child under the age of 16
- Bestiality
- Soliciting acts of sexual penetration or indecent acts
- Promoting or engaging in acts of child prostitution
- Obtaining benefits from child prostitution
- Possession of child pornography
- Publishing child pornography and indecent articles.

Sexual orientation refers to a person's emotional or sexual attraction to another person, including, amongst others, the following identities: heterosexual, gay, lesbian, bisexual, pansexual, asexual or same-sex attracted.

Social Networking refers to any interactive website or technology that enables people to communicate and /or share content via the internet. This includes social networking websites such as Facebook and Twitter.

This policy means this Member Protection Policy.

Transgender is an umbrella term that refers to a person whose gender identity is different to their physical sex as recorded at birth. Transitioning refers to the process where a transgender person commences living as a member of another sex. This is sometimes referred to as the person 'affirming' their gender because transitioning means they start living in what they identify as their true gender. For people who are transitioning/affirming their gender, having their identity fully recognised in all areas of life is a crucial part of the experience of living as their affirmed gender.

Victimisation means subjecting a person or threatening to subject a person to any detriment or unfair treatment because that person has or intends to pursue their rights to make a complaint under government legislation (e.g. anti-discrimination) or under this Policy, or for supporting such a person.

Vilification involves a person or organisation doing public acts to incite hatred towards, serious contempt for, or severe ridicule of a person or group of persons having any of the attributes or characteristics within the meaning of discrimination. Public acts that may amount to vilification include any form of communication to the public and any conduct observable by the public.

PART B: WORKING WITH CHILDREN'S SECTOR GUIDE

Guide for those working or volunteering in Clubs and Associations (Little Athletics)

Overview

This guide has been developed with the assistance of Little Athletics Tasmania. The purpose of the guide is to provide little athletics clubs and associations with a guide to the new registration requirements for people wishing to work or volunteer with children in Tasmania.

Working with Children Registration aims to reduce the potential for sexual, physical, psychological, emotional or financial harm or neglect of children in Tasmania.

People from Little Athletics Clubs and Associations must hold registration from **1 April 2015** to participate in activities like coaching, age group management, and committee membership for organisations that primarily involve the participation of children.

Working with Children Registration provides a minimum screening process for people working or volunteering in these organisations. The new law requires registration for some important roles within child related organisations, but importantly allows organisations to adjust the screening requirements to suit their particular organisation.

There are a number of exemptions under the new law regarding situations where people engaged in regulated activities need not apply. These exemptions can be overridden if, after assessment of the risk of harm to children, an organisation determines that it wants these roles to be included in their screening regime.

Importantly – responsibility for screening rests with the incorporated body – so your club is liable if there are people operating under your banner that should be registered but have not been screened and do not hold current registration.

See Fact sheet: 'Exemptions from Registration' at the Working with Children Registration website: www.justice.tas.gov.au/working_with_children

Applications are commenced online at www.justice.tas.gov.au/working_with_children.

For more information visit the following website or attend a FREE one hour seminar held regularly around the state and listed at www.justice.tas.gov.au/working_with_children.

Who must apply for a Working with Children Registration?

Club and association activity means a cultural, recreational, sporting or community activity or service provided primarily for children by a club, association, movement, society or other similar body.

Examples of people involved in Little Athletics where registration is **mandatory**:

- committee/board members (state, centre and club)
- coaches (state, centre and club)
- team managers (state)
- age group managers and assistant age group managers (centre)
- camp parent/coach (state)
- development officer (state)

Examples of people where registration is optional but can be enforced by your club or association as part of their requirements:

- team managers (centre)
- chief officials (field sites) (state and some centres)
- field crews (state and centre)
- starters (state and centre)
- start marshalls (state and centre)
- finish marshalls (state and centre)
- timekeepers (state and centre)
- data entry (track) (state and centre)
- track referees (state)
- field referees (state)
- track umpires (state and centre)
- arena manager (state and centre)
- announcer (state and centre)

Examples of people who should NOT apply:

- children under 16 years of age

Little Athletics Tasmania recommends your club completes the following procedures:

1. Appoint a Member Protection Information Officer and download resources from Play by the Rules to develop your club's Member Protection Policy.
2. Advise all applicable people within your Centre/Club of the legislation and their requirements for registration.
3. Include collection of coaches Registration ID Number as part of your information gathering processes for the season
4. Attend any regional seminars with the Department of Justice if you have any further questions

Further information

Visit the Department of Justice website; www.justice.tas.gov.au/working_with_children

Download the Little Athletics Tasmania Member Protection Policy from the resources section of the Little Athletics Tasmania website <http://www.taslittleathletics.com.au/Resources>, however please be aware that this policy is currently being reviewed in light of legislative changes and a revised policy will be available in due course.

Visit: www.playbytherules.com.au

FAQs

Do I need to apply?

If your role is listed in the mandatory list above – yes, you need to register.

As a club, how do we check if our people have registered?

You can visit the Department of Justice website and enter a person's surname and registration number and the site will advise you of their current registration status. Go to: www.justice.tas.gov.au/working_with_children.

How long will it take to get my Working with Children Card?

In general, you will receive your results within six weeks of completing the application process, however for some; there may be a longer wait, depending on their personal information.

Is a National Police Check the same as a Working with Children Registration?

No, a Working with Children Registration is different from a National Police Check. A Working with Children Registration is valid for 3 years and is compulsory for people working in certain child-related roles in Tasmania.

The Process

Part A: How do I apply?

Part B: What are the fees?

Part C: What is assessed in my application?

Part D: When will I receive my results?

Part E: Refusals and Appeals

Part F: Employers - How to verify a clearance online

Part A: How do I apply?

Step 1: Complete the online* application form at:

http://www.justice.tas.gov.au/working_with_children/application

*Applicants who do not have internet access may telephone 1300 13 55 13 for advice about locations that offer free internet access to the public.

Please make sure the details you provide are *exactly the same* as the details on your identity documents. If you have submitted the form with a mistake, please re-do the form to avoid the possibility of incurring additional cost and problems with the proof of identity requirements.

Once you have submitted the form, you will be able to print an application receipt. If you do not have a printer, write down your application number.

Step 2: Present Proof of Identity and payment at Service Tasmania

You must bring all three of these items for your application to proceed:

- application receipt or reference number
- proof of identity
- payment

You must present in person at Service Tasmania (this cannot be done outside of Tasmania). You cannot submit proof of identity for someone else.

To find a Service Tasmania shop near you, visit www.service.tas.gov.au/about/shops

For proof of identity requirements:

See Fact Sheet: 'How do I apply for Registration' at the Working with Children Registration website:
www.justice.tas.gov.au/working_with_children

Part B: What are the fees?

You only need to apply once every three years for Working with Children Registration. If you have a paid job and volunteer role working with children, registration for Employment will cover you for both.

Employment = \$110.60 (This equates to \$36.86 annually for the three years)

Volunteering = \$18.96 (This equates to \$6.32 annually for the three years) Both Employment and Volunteering = \$110.60

What if I Volunteer and Work with Children?

If you intend to use your Working with Children Registration for Volunteering and Employment during the three years of registration you should advise this at the time of your initial application. Completing this detail on the application will save applicants from incurring additional costs at a later stage.

For example: A person that volunteers for the local junior football club as a coach but also expects to work as a teacher within the next 3 years should complete the online application for both Volunteering and Employment.

Of course, this is different if the teacher is undertaking a coaching role as part of their employment:

1. A person that is a registered teacher and is coaching as part of their duties is not required to be registered
2. A person that is a registered teacher and who as part of their conditions of employment is required to undertake roles such as coaching is not required to be registered
3. A person that is a registered teacher and who volunteers to coach the local soccer team is required to be registered (this is where it is not a role required by the school etc.)

The difference between 1 and 2 and 3 is that the person is undertaking the activity in 3 by choice, whereas in

1 and 2 it is intrinsically linked to their employment as a teacher. As such registration will occur when the requirement for registration to be a teacher starts, this is 1 January 2017.

Part C: What is assessed in my application?

Your records will be assessed to see if you have charges or convictions that indicate you pose a risk of harm to a child.

National criminal record information is routinely collected from sources in Australia (not overseas). This includes information about:

- Convictions for all criminal offences you may have
- All 'spent' convictions (convictions that do not need to be ordinarily declared)
- Any 'pending' charges (charges that have not yet been decided by a court)
- All 'non-conviction' charges (charges that have been finalised by a court but did not result in a conviction)

Information about your criminal record may also be obtained from authorised bodies in Tasmania and similar authorities in other states and territories such as:

- The Police
- The Office of the Director of Public Prosecutions

- The Department of Corrective Services
- The Department of the Attorney General
- The Department of Health and Human Services
- Courts.

Ongoing monitoring:

If you are successful, you will be subject to ongoing monitoring for relevant new records for the three year life of your Working with Children Registration.

Some records will trigger a risk assessment, which may lead to your Working with Children Registration being cancelled.

See Fact sheet: 'The Risk Assessment Process' at the Working with Children Registration website:

www.justice.tas.gov.au/working_with_children

Part D: When will I receive my results?

Please allow six weeks to receive your results before emailing workingwithchildren@justice.tas.gov.au (with your application reference number). Information cannot be provided on your application before this time.

If successful, you will be posted a Working with Children Registration Card.

If there are any issues with your application, you will be contacted by post or email (according to the preference indicated on your application form).

Usual cause of delays

For most people, delays may be caused by:

- the time it takes for information to be reported on a criminal history (2 to 5 weeks)
- having a common surname or date of birth
- sharing the same name as someone with a criminal history
- having records against your name.

Same name as someone with a criminal record

If you have the same name as someone with a criminal record, your results may be delayed while your identity is matched using additional information such as date of birth details. This will delay your results but ensure your records are not mistakenly associated with those belonging to someone else.

Records against your name - See 'Part C: What is assessed in my application?' in this guide.

Part E: Refusals and Appeals

When you apply for Working with Children Registration, there are only three outcomes:

- registration to work with children (without conditions)
- registration to work with children (with conditions)
- refusal of application to work with children.

Being notified of a Possible Refusal

If your application is unsuccessful, you will be informed in writing with reasons for the decision this is called a 'Proposed Negative Notice'.

You will be invited to submit further information which may affect the final decision. In the meantime, you cannot work or volunteer in a child-related activity.

Being notified of a Refusal

If your application is unsuccessful, you will be informed in writing with reasons for the decision.

If you are already in child-related work (or planning to be in such employment), your employer (or prospective employer) will be:

- notified that you have been refused a Working with Children Registration
- instructed to remove you from child-related work.

Reasons for your refusal will not be shared with your employer (or prospective employer).

Consequences of the Refusal

If a Working with Children Registration is refused, it is a criminal offence to work in regulated child related activities for five years (unless circumstances have changed that permit an earlier application). Serious penalties apply.

If you are already working with children, you must immediately remove yourself from this work.

Applying for a Review of the Refusal

You can request a review of the refusal except if:

- you previously applied for Working with Children Registration and were issued a Negative Notice
- less than five years has passed since your Working with Children Registration was cancelled

This does not apply if there has been a change in any relevant information about you.

Lodging an Appeal

You must lodge your application for a review with the Magistrates Court (Administrative Appeals Division) within 28 days of having your application refused (if you miss this deadline, contact the Administrative Appeals Division; it may grant an extension). For more information go to www.magistratescourt.tas.gov.au/divisions/administrative_appeals_division

Risk Assessment

If you are subject to a Risk Assessment, you may be refused Working with Children Registration. You may receive a 'Proposed Negative Notice' (see 'being notified of a Possible Refusal' above).

See Fact sheet: 'The Risk Assessment Process' at the Working with Children Registration website:

www.justice.tas.gov.au/working_with_children

Disqualifying Offences

If you have a record that is listed in Schedule 2 of the Ministerial Risk Assessment Order, you will be automatically issued with a 'Proposed Negative Notice' requiring you to explain why your application should not be refused. Equivalent records from other states and territories also lead to an automatic 'Proposed Negative Notice'.

See Fact sheet: 'The Risk Assessment Process' at the Working with Children Registration website:

www.justice.tas.gov.au/working_with_children

Part F: Employers – How to verify a clearance online?

Overview

While successful applicants receive a Working with Children Registration Card, the system of applying and verifying is online only.

If someone with Working with Children Registration commits a criminal offence, their Registration may be cancelled, and their details removed from the online system.

It is then a criminal offence:

- for an individual to work in a child-related activity
- for an employer to engage an employee or volunteer for a child-related activity.

How to verify online

If you are an employer or volunteer organisation, you must not accept the Working with Children Registration Card or any other paper 'evidence' as proof of registration.

You must use the new online system to verify if someone has Working with Children Registration. To do this, you will need their Working with Children Registration number and surname.

When to verify

Employers or Volunteer organisations must verify that their staff have a Working with Children Registration before they start work.

All existing workers and all new and existing volunteers will be phased in according to the industry they work in.

See Fact sheet: 'A guide to the 3-year phased in approach for child-related sectors' at the Working with Children Registration website: www.justice.tas.gov.au/working_with_children

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For more information contact

Phone: 1300 13 55 13

Fax (03) 6233 8338

Email: workingwithchildren@justice.tas.gov.au

Mail: PO Box 56, Rosny Park, TAS, 7018

Web: www.justice.tas.gov.au/working_with_children