



## THE ORDER OF AUSTRALIA ASSOCIATION LIMITED

### G21 WORKING WITH CHILDREN AND PERMIT POLICY

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<b>Author</b>	Audit & Risk Committee
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#### Table of Revisions

<b>No.</b>	<b>Date Approved</b>	<b>Comments</b>	<b>Next Review</b>
1		Initial Document	December 2027

## 1 INTRODUCTION

### 1.1 Overview

The Order of Australia Association Limited (the Association) is committed to ensuring the safety and wellbeing of children and young people who interact with the Association.

This policy outlines the requirements for obtaining and maintaining a current Working with Children Check and Permit (WCCP) for all individuals involved in child related work with the Association.

The WCCP is a background check issued under State and Territory Laws to assess the suitability of those working or volunteering in child related work. Child related work is clarified in the respective legislation for each State and Territory.

### 1.2 Purpose

The purpose of this policy is to ensure procedures for obtaining, verifying, and maintaining a valid WWCC for all relevant individuals who provide a safe environment within the Association for children and young people.

Children or young people are persons under the age of 18.

### 1.3 Applicability

This policy applies to all Board members, staff, volunteers, and contractors whose role usually involves child related work direct contact with children as part of their role within the Association, unless exempt under relevant State and Territory legislation regarding WCCP and child protection regulations.

Direct contact with children is via physical, written, oral, or electronic contact. Contact with children that is incidental to performing duties for the Association does not require a WCCP.

For example, contact with children at an award ceremony event is not part of the work of Board members, staff, or volunteers, but may be incidental to their duties as attending an event. Therefore, this would not require a WCCP for this event.

## **2 POLICY STATEMENT**

The Association is committed to provide a safe environment for children and young people. To support this commitment, all individuals working or volunteering in roles that involve child related work, as defined by their State or Territory legislation working with children must obtain and maintain a valid WCCP unless otherwise exempt.

## **3 RESPONSIBILITIES**

### **Board of Directors**

The Board is responsible for ensuring the implementation and compliance with this policy.

### **Executive Committee**

The Executive Committee is responsible for monitoring compliance and addressing any issues related to the policy.

### **Branches**

Branches must ensure that all relevant individuals under their supervision have obtained and maintain a valid WCCP.

### **Individuals**

All individuals required to obtain a WCCP must comply with this policy by obtaining, maintaining, and renewing their checks, as necessary. The individual is responsible for advising the relevant Branch or supervising representative if not otherwise advised when the WCCP has been approved.

## **4 PROCEDURES**

### **Obtaining a Working with Children Check and Permit**

Individuals must apply for a WCCP through their relevant State or Territory authority.

The approval of a WCCP must be received by the Branch before the individual may commence any role involving child related work.

### **Maintaining and Renewing Checks**

Individuals must renew their WCCP as required by the relevant state or territory legislation.

Proof of renewal must be provided to the Branches in a timely manner to ensure continuous compliance.

### **Record Keeping**

Each Branche must maintain a secure register of all WCCP details, including expiry dates.

Branches are to provide relevant details of the register to the Executive Committee upon request.

Regular audits by the National Secretary will be conducted to ensure compliance.

### **Non-compliance**

Individuals who require but fail to obtain or maintain a valid WCCP will be suspended from duties involving child related work until compliance is achieved.

Persistent non-compliance may result in termination of member or volunteer engagement.

## **5 POLICY REVIEW AND MONITORING**

This policy will be reviewed every three years or as required to ensure compliance with legislative changes.

The Executive Committee will monitor the effectiveness of this policy and make recommendations for improvements as needed.

## **6 RELATED DOCUMENTS**

G2 Board Charter

G5 Risk Management Policy

G7 Health Safety and Welfare Policy

G12 Whistleblower Policy

National and State/Territory Legislation on Working with Children Checks and Permits.