

Requirement to Hold a Working with Children Check Policy

Responsible Division Community Services

Responsible Business Unit Recreation Services

Responsible Officer Manager Recreation Services

Affected Business Units Recreation Services

ECM Document Set ID 4781463

Purpose

To document the requirement for hirers of City facilities and organisations/individuals who participate in City functions, events or services involving child related activities to demonstrate that they have complied with the Working with Children (Criminal Record Checking) Act 2004.

This policy applies to all applications likely to conduct child related activities on more than five (5) days in a calendar year, including but not limited to, seasonal and regular hiring transactions.

The City reserves the right to reject applications for the use of City venues and expressions of interest in City of Bayswater events if the relevant Working with Children (WWC) Checks are not provided.

Definitions

Nil.

Policy Statement

1. That all organisations/individuals that hire City facilities and/or participate in City functions, events or services in a paid or volunteer capacity must be in compliance with the *Working with Children (Criminal Record Checking) Act 2004*;
2. That it is the responsibility of the organisation wishing to hire a City venue to ensure that its obligations under the *Working with Children (Criminal Record Checking) Act 2004* have been met; and
3. Copies of WWC Checks for all relevant members, staff and volunteers conducting child related activities, as required under the *Working with Children (Criminal Record Checking) Act 2004*, are to be attached to any and all applications for the use of City facilities when the application is made.
4. That it is the responsibility of the organisation hiring a City of Bayswater venue to provide the City with WWC checks for all relevant members, staff and volunteers conducting child related activities at a City venue. The organisation is to ensure the WWC checks are valid for the duration of activities being undertaken at a City venue.

Related Legislation

Working with Children (Screening) Act 2004

Related Documentation

Nil.

Document details

Relevant delegations	Nil.		
Risk evaluation	Low		
Council adoption	31 January 2006	Resolution	
Reviewed/modified	1 March 2016	Resolution	
Reviewed/modified	23 July 2024	Resolution	10.5.1.3
Next Review Due	July 2028		