



Casey Cardinia Cricket Association

WWCC Policy 2025-26

Our Commitment

The Working With Children Act (2005) requires Working With Children Checks (WWCC) to be obtained in relation to persons employed or volunteering in child related work. Casey Cardinia Cricket Association acknowledges that in some jurisdictions, parents, guardians and some specific volunteers maybe exempt from these requirements, however as part of our commitment to Safeguarding Children and Young People the CCCA requires that: -

- All parents, guardians and other volunteers over the age of 18 years who hold a specified role within the CCCA and its affiliated members obtain a current Victorian WWCC regardless of any exception.

1 Scope

The CCCA and affiliated members shall: -

- 1) Ensure a designated person shall be responsible for keeping WWCC records.
- 2) Ensure all persons required to have a WWCC do so.
- 3) Record WWCC details onto PlayHQ before the start of each season.
 - WWCC Card Number (Mandatory)
 - WWCC Expiry Date (Mandatory)
 - Validation Date (Recommended)
- 4) Record WWCC unique application receipt number for new applications and record onto Play HQ within fourteen (14) days.
- 5) Verify that status of WWCC are still current.
 - Online Status Check www.workingwithchildren.vic.gov.au
 - Online Multiple Card Checks Status Checker www.workingwithchildren.vic.gov.au
- 6) Record any WWCC detail changes onto Play HQ within fourteen (14) days.
- 7) Ensure that employees or volunteers issued with a Negative Notice do not undertake Child related work.

WWCC

The Working with Children Check:

- (a) The Act enables a person to continue or commence work while an application is pending.
- (b) Is valid for five years (unless revoked) and generally will not need to be updated or amended within this term if a person changes employer or organisation.
- (c) Only considers some offences, not all on a person's criminal record (although it also considers any relevant findings made against a person by a professional disciplinary body).
- (d) Is monitored in an ongoing manner by the Department of Justice.
- (e) Is free for volunteers.
- (f) Must be renewed before its expiry if the Preferred Applicant or Existing Appointee continues to undertake Child-related work.

Negative Notice

A person deemed unsuitable to work or volunteer with Children will be issued a Negative Notice and cannot work in Child-related work. A Negative Notice can be appealed to Victorian Civil and Administrative Tribunal (VCAT) provided the individual is not listed on the Sex Offenders Register or subject to an supervision order.

Resources

CCCA By-Laws

CV Member Protection Policy

CA Safeguarding Our Children & Young People Policy

www.caseycardiniacricknet.com.au

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