

POLICY			
WORKING WITH CHILDREN (OCHRE CARDS)			
Date of Board Endorsement	6 September 2016	Date approval minuted	6 September 2016
Date of effect	6 September 2016	Review date	6 September 2018
Policy number		Version	1
Policy Responsibility	Executive Officer	Policy Owner	

## 1. Outline/Purpose

Screening volunteers and employees working in "child-related" employment is one of a range of Northern Territory Government initiatives designed to help keep our children safe. It is part of a comprehensive range of measures introduced under the *Care and Protection of Children Act* to ensure that children in the Northern Territory (NT) are safe and well cared for. Every day children are taught, coached, cared for and entertained by workers and volunteers. From swim coaches and piano teachers to childcare workers, everyone plays a part in helping educate, nurture and inspire our children. A Working with Children Clearance has been introduced under the Act as one way to prevent and deter people who pose a risk to the safety of children from working with them, in either a paid or volunteer capacity.

Anyone employed or volunteering in "child-related" work is required by law to hold an Ochre Card, which is photo ID proof they have passed the Working with Children Clearance screening process and received a Clearance Notice.

## 2 Policy

1. All persons who are employed or volunteering in "child-related" work is required by law to hold an Ochre Card, which is photo ID proof they have passed the Working with Children Clearance screening process and received a Clearance Notice.
2. In some cases there will be people who do not require this check, exemptions are:

- a) A person who is less than 15 years of age or less is exempt from holding a Working with Children Clearance
  - b) A person who is a volunteer in children's services, a school, club, association or movement with significant child membership and:
    - The work does not involve an overnight stay
    - They are a parent of one or more of the children they will have contact with
    - They will be under the direct supervision of someone who holds an Ochre Card
    - The person engaging them for the work does not require them to hold a Working with Children Clearance.
  - c. A visitor to the NT who will be working as a volunteer for a total period of no more than 14 days per year.
  - d. A person who works or volunteers for a children's entertainment or party service that provides food, equipment or a venue, but has no contact with children.
  - e. A person who provides babysitting or child-minding services, but not as part of a commercial enterprise.
  - f. An emergency carer via a placement arrangement made under the Care and Protection of Children (Placement Arrangements) Regulations. In all cases these exemptions only apply if the person is not otherwise engaged in child-related employment.
  - g. A person who provides accommodation for a child in their private residence for no more than 7 consecutive days.
3. Swimming Northern Territory and all associated clubs are responsible for making sure its relevant employees and volunteers have a valid working with children clearances (Ochre Cards). Each club is responsible for maintaining a record keeping sheet that shows you are complying with the Working with Children Clearance scheme. Swimming Northern Territory will maintain a register of current employees and volunteers that have a valid working with children clearances (Ochre Cards).
  4. Swimming Northern Territory deems it mandatory that the following positions hold a valid working with children clearance (Ochre Cards)
    - a. SNTI and Club Coaches
    - b. Club Assistant Coaches/ club volunteer coaches
    - c. Club officials and Club committee members
    - d. Team Managers
    - e. SNTI Technical Officials
    - f. SNTI Staff
    - g. All other persons not exempt from holding a Working with Children Clearance

*(Please note timekeepers under the control of a person holding a valid Ochre Card, do not require a working with children clearance (Ochre Card)).*

5. Failure to provide a current WWC (Ochre Card) upon request from Swimming Northern Territory staff will result in loss of access to the pool deck area. It is an offence to continue to undertake "child-related" work if you do not hold a valid Clearance Notice.
6. Clearance Notices along with Ochre Cards are valid for two years, unless a relevant change in circumstances results in a Clearance Notice being revoked. It is an offence to continue to undertake "child-related" work if you do not hold a valid Clearance Notice.

### 3. Responsibilities

1. SNTI and each associated club are responsible for making sure its relevant employees or volunteers in the Northern Territory (NT) have a valid working with children clearance.

### 3. Linked Procedures

### 4. Related Documents

- [NT Government Working with Children Clearances](#)

### 5. Modification History

Date	Version	Sections modified	Authority	Details
10/9/2016	1	New Policy	Board Resolution	6 September 2016