



**Swimming  
Northern  
Territory**

DEVELOPING SWIMMING IN THE NT

# Swimming Northern Territory

## Working with Children (Ochre Card) Policy

Version	Reviewed by	Board Approval Date	Next Review Date
2	SNT Board	15 February 2024	15 Feb 2026
1	SNT Board	6 Sept 2016	26 May 2020

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[www.nt.swimming.org.au](http://www.nt.swimming.org.au)

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## 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 (CPCA) 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 a Working With Children (Ochre) Card, which is photo ID proof they have passed the Working with Children Clearance screening process and received a Clearance Notice.

## 2. Policy

2.1. All persons who are employed or volunteering in "child-related" work are required by law to hold a Working With Children (Ochre) Card, which is photo ID proof they have passed the Working with Children Clearance screening process and received a Clearance Notice.

2.2 In some cases there will be people who do not require this check, exemptions are:

### 2.2.1 Parent

The individual

- a) is engaged as a voluntary worker in a capacity (other than for work requiring overnight stay); and
- b) is a parent of at least one of the children with whom the individual may have contact with as such a worker; and
- c) is working under the direct supervision of someone who holds a current clearance notice; and

### 2.2.2 Under 15

The individual is less than 15 years of age.

### 2.2.3 Interstate Resident

The Individual

- a) is not a resident of the Territory; and
- b) is engaged as a voluntary worker to perform child-related work; and
- c) is so engaged for a total period that does not exceed the limit prescribed by regulation (14 days within a 12-month period).



- 2.3 Swimming Northern Territory and all associated clubs are responsible for making sure its relevant employees and volunteers have a valid Working With Children clearance. 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 valid Working with Children Clearances.
- 2.4 Swimming Northern Territory (SNT) deems it **mandatory** that the following positions hold a valid Working with Children (Ochre) Card:
- SNT Team and Pathway coaches.
  - All Club coaches, including all assistant and volunteer coaches.
  - All Club committee members.
  - SNT Team Managers.
  - SNT Technical Officials
  - SNT Staff
  - All other persons who are not exempt from holding a Working with Children Clearance

***(Please note: timekeepers and other event day volunteers, under the control of a person holding a valid Working With Children Card (SNT Staff member), do not require a working with children clearance, provided they meet the exemption status.***

- 2.5 Failure to provide a current Working With Children (Ochre) Card upon request from SNT staff will result in loss of access to the pool facility, or team environment. It is an offence to continue to undertake "child-related" work, including volunteer work, if you do not hold a valid Clearance Notice.
- 2.6 Clearance Notices and subsequent Working With Children (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**

SNT 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.

### **4. Policy Promotion**

This policy will be made available to all members via the Swimming NT website. This policy will be communicated to all staff members, board members, club committee members and regular volunteers when necessary.



## 5. Review

This policy will be reviewed by the Board of Swimming Northern Territory every 2 years from the date of approval by the SNT Board.

## 6. Additions Or Amendments

In addition to the scheduled review of this policy recommended changes to the policy may be submitted to the Board of SNT for consideration, at any time. In the event that the changes are accepted, the policy will be updated, dated and circulated to all relevant stakeholders.

## 7. Related Documents

[NT Government Working with Children Clearances Care and Protection of Children Act \(COPC\) 2007](#)

[National Integrity Framework Swimming Australia](#)

[SNT Code of Conduct Policy](#)