



Lions Club of Torquay Inc.

Policy regarding Working with Children Checks and Police Checks

Context:

- In 2017 the Club agreed that all new members and Friends of Lions require both a Working with Children Check (WWCC) and a nationally coordinated police check (PC).
- A 'club policy' is not on our website, nor in our Club Manual or membership application documentation, and the 2017 resolution has not been consistently implemented.
- Neither check is a Lions requirement nor mandated by legislation for all Lions; anything we impose in this regard is at a Club level. However it is common and prudent for volunteer organisations to require one or both checks for their members. As some Lions activities may involve youth (e.g. our train, Licola etc), it is prudent for all Lions to have a WWCC.
- A WWCC is free, and must be renewed every 5 years. The Club is recorded as an interested organisation and is therefore notified if a person's WWCC status changes. The application process is relatively simple, takes about 30 minutes, is 'online' and done through Service Victoria. A WWCC Card is provided to the individual, and a digital card can also be obtained.
- A PC is a 'point in time' check given to the individual (who gives it to us); there is no follow up if a person is subsequently charged or convicted of an offence. The cost of the check for a volunteer is between \$22 and \$65, depending on the accredited organisation that is used. The process can be undertaken online. There is no card or identification made available.

Policy:

1. Torquay Lions Club requires **all Lions and Friends of Lions** to hold a current Working with Children Check which records Lions Club of Torquay Inc. as an interested organisation. In the case of a prospective Lion or Friend, this must be successfully applied for (or updated in the case of a person who already has a WWCC) before a membership application will be finally approved.
2. Torquay Lions Club requires **all new Lions and new Friends of Lions** to obtain and provide proof of a recent (i.e. dated within 3 months before the application) nationally coordinated police check (PC) before an application to be a Lion or Friend is approved.
3. Where any offences are disclosed by the PC these will be considered by the Board/Club when considering an application for membership or registration as a Friend of Lions. The Club will reimburse the 'volunteer rate' incurred by the member, up to \$30 or as determined by the Club.
4. A Lion or Friend of Lion must promptly advise the Club President in the event of any police charge or conviction for an offence (other than receipt only of an infringement notice resulting in a fine).
5. The Secretary will maintain a register recording the WWCC and PC status for each Lion and Friend of Lion.
6. A prospective Lion or other volunteer may join in with club activities under the supervision of a Lion pending the outcome of a WWCC or PC for a period of up to 3 months.
7. This Policy will be published on our Club website so it is publicly available, and will be made available to:
 - current Lions and Friends of Lions.
 - new Lions and Friends of Lions as part of the induction / on boarding process.

Adopted by Resolution of the Club on [date].

K Farrow. Secretary.