



KIROI ACADEMY WORKING WITH KIDS CHECK POLICY

Review Date: January 2026

Approved by: Kiroi Academy Management

1. PURPOSE OF THIS POLICY

Kiroi Academy is committed to promoting the **highest level of athlete safety, wellbeing, and safeguarding**. This includes:

- Protecting children from harm or risk of harm
- Ensuring all adults in positions of responsibility are screened and suitable
- Upholding the Child Safe Standards
- Maintaining a safe and trusted organisation for every child and family

The **Working With Children Check (WWCC)** is a mandatory legal requirement for all personnel aged 18 years and over who work or volunteer with children at Kiroi Academy.

This Policy ensures full compliance with Victorian legislation and supports Kiroi Academy's commitment to a safe, child-focused environment.

2. SCOPE

This policy applies to all individuals aged 18+ engaged by or associated with Kiroi Academy, including:

- Coaches
- Assistant coaches
- Judges
- Volunteers
- Committee members
- Contractors
- Support personnel
- Chaperones
- Any adult performing duties in close proximity to children

No individual may commence duties involving children until they have met the WWCC requirements outlined below.

3. WORKING WITH CHILDREN CHECK REQUIREMENTS

- **3.1 Mandatory Requirement**

A **valid WWCC** (or VIT registration, where applicable) is required for:

- Employment
- Volunteering



- Engagement in club duties
- Participation in events, classes, and programs involving children

Kiroi Academy requires all personnel to hold either:

- **A current Victorian Working With Children Check**, or
- **A Victorian Institute of Teaching (VIT) registration** (accepted as equivalent screening)

- **3.2 Verification & Record Keeping**

Kiroi Academy will:

- Verify the WWCC or VIT status of all personnel prior to commencement
- Record and securely maintain WWCC details, including expiry dates
- Monitor renewals and changes in WWCC status
- Ensure all personnel renew their WWCC before expiry

WWCC and VIT records will be kept by the **Kiroi Academy**

- **3.3 Pending Applications**

If an individual has submitted a WWCC application but has not yet received approval:

- They may **not** undertake unsupervised duties
- They may be permitted to assist only under **direct supervision** of a fully cleared adult
- Kiroi Academy will follow up to ensure the application is completed successfully

No individual may work independently with children until full clearance is confirmed.

4. COSTS

- **Coaches and staff** are responsible for the cost of their WWCC employment check.
- **Volunteers** (including parents, team officials, and chaperones) may obtain the WWCC at **no cost**, as permitted by Victorian legislation.

Kiroi Academy does not reimburse WWCC fees.

5. HOW TO APPLY

Individuals must apply through the official **Working With Children Check Victoria** website:

<https://www.workingwithchildren.vic.gov.au/>

Applicants must:

- Register online
- Select the appropriate check type (Employment or Volunteer)



- Nominate **Kiroi Academy** as the organisation
- Provide required documents and identification

Once approved, a copy or screenshot of the WWCC card/confirmation email must be provided to Kiroi Academy.

6. COMPLIANCE & BREACHES

Kiroi Academy strictly enforces compliance with WWCC requirements.

The following will result in immediate action:

- Refusal to obtain a WWCC
- Expired, invalid, or revoked WWCC
- Failure to notify Kiroi Academy of changes (e.g., pending charges, suspension)

Possible actions include:

- Suspension from all duties
- Termination of employment or volunteer position
- Notification to relevant authorities or governing bodies (GV, GA, WWCCV)

7. POLICY ACCESS

This policy will be made available via:

- Kiroi Academy website
- Onboarding and induction processes
- Staff and volunteer information packs
- On request to Management

8. KA CHILD SAFETY COMMITMENT

Kiroi Academy maintains a strong culture of safety and child protection.

WWCC compliance forms part of our broader safeguarding approach, which includes:

- Child Safe Standards
- Codes of Conduct
- Incident reporting procedures
- Risk assessments
- Supervision requirements
- Safe recruitment processes

Every adult involved with Kiroi Academy shares responsibility for maintaining a safe environment for children.