



*Working with Children and
Vulnerable People Policy*



Overview

This policy informs Sandy Bay Sailing Club (SBSC) stakeholders and affiliates of their responsibilities, and the procedures they must follow when working or volunteering with children and vulnerable people in Tasmania.

The term *vulnerable people* covers children and adults who are deemed vulnerable. Children are defined as young people yet to attain the age of 18.

Registration to Work with Vulnerable People aims to reduce the potential for sexual, physical, psychological, emotional, or financial harm or neglect of children and vulnerable people in Tasmania.

Registration to Work with Vulnerable People provides a screening process for people working or volunteering in sporting organisations.

SBSC affiliates are liable if there are people operating in the club who should be registered but do not hold a current *Registration to Work with Vulnerable People*.

Scope of this policy

SBSC Working with Children and Vulnerable People Policy is applicable to all members, non-member participants, volunteers, and employees during their participation in activities conducted by SBSC.

This policy applies to activities within the Tasmanian jurisdiction and at all times when teams or individuals from Tasmania are competing at interstate and international events. Activity is defined as a cultural, recreational, sporting, community activity or service provided primarily for children and vulnerable people by a sporting club, association, or state body.

Mandatory registration

All persons required to be registered under the *Registration to Work with Vulnerable People Act, 2013*, or in positions deemed by SBSC to be mandatory, must hold a registration to be involved in child or vulnerable person related activities.

Specifically, the law requires the following persons involved in SBSC activities to be registered:

- SBSC employees whose duties bring them into contact with children or vulnerable people
- SBSC committee members
- Coaches working with children or vulnerable people
- Volunteers working at events including junior development camps
- Additional parent help in sporting activities where the parents are designated officials

Optional registration

Registration is optional for the following persons:

- Administrative staff if their usual duties do not bring them into contact with children or vulnerable people
- Official persons where their work does not ordinarily involve contact with children or vulnerable people for extended periods without other adults being present

People who should NOT apply for registration

Children under 16 years of age.

Exemptions from registration

SBSC may require other employees, volunteers, or other people in specific roles to have a Registration where there is a risk of harm to children or vulnerable people. While there are some exemptions under Tasmanian regulations (refer to *Exemptions from Registrations* on the Department of Justice's Consumer, Building and Occupational Services website), where people engaged in regulated activities need not apply, SBSC may determine these roles are required to be registered at their discretion.

Pending application for registration

SBSC may allow a person to commence a role with SBSC while an application is being processed provided that a risk management plan is in place, and they are supervised at all times by a registered person.

The risk management plan is to mitigate risk of harm to vulnerable people and provide a description of the activity for which the person is engaged, including consideration of the appropriate supervision by a registered person.

Procedures and implementation

SBSC will complete the following procedure:

1. Appoint a nationally accredited Member Protection Information Officer (MPIO) and publish MPIO contact details on SBSC website.
2. All people within SBSC will be advised of their responsibilities for *Registration to Work with Vulnerable People*. New members, other participants, and parents will be informed of SBSC's Working with Children and Vulnerable People Policy. This policy will be communicated through SBSC's website and TeamApp.
3. Include the *Registration to Work with Vulnerable People* as a standing item at SBSC general committee meetings.
4. Collect registration identification numbers annually.
5. Manage all registration records through the SBSC Employer Portal, including:
 - a. Confirming and / or updating all registrations or applications to ensure SBSC is linked in the registration details within 10 working days of the person starting work or volunteering at SBSC.

Related policy information

This policy has been developed to meet SBSC's obligations under the Tasmanian *Registration to Work with Vulnerable People Act 2013*.

SBSC will apply and enforce this Working with Children and Vulnerable People Policy in a consistent manner that conforms to policy frameworks of Australian Sailing.

As a locally developed policy, the SBSC Working with Children and Vulnerable People Policy operates as a complementary policy to Australian Sailing Member Protection Policy.

Breaches or failure to comply with this policy will be managed in accordance with the relevant sections set out in Australian Sailing's Member Protection Policy.

Serious breaches will be subject to criminal justice proceedings that could result in fines or other penalties.

This Policy will be reviewed by SBSC annually, or more frequently if required.