

D9650 YOUTH PROTECTION CLUB CHECKLIST

AREA	ACTION	TIMEFRAME	COMMENT
Working With Children Check (WWCC)	<p>*Clubs involved in Youth related activities are required to register with the Office of the Children's Guardian (OCG) as an 'employer'. www.kidsguardian.nsw.gov.au</p> <p>*Clubs to appoint a Youth Protection Officer (YPO) - suggest a 3 - 5 year commitment to ensure consistency.</p> <p>*Relevant members to apply for a WWCC.</p> <p>*Clearance letter to be handed to Rotarian who is the designated 'employer'. (YPO)</p> <p>*Member WWCC to be verified online with all details to be included on <u>Club Youth Protection Register</u> (after OCG clearance).</p> <p>*Include WWCC application details in new member kits.</p> <p>* Remind members of WWCC expiry and renewal 'proof of identity' requirements.</p>	<p>As required</p> <p>As required</p> <p>As required</p> <p>Annually</p>	<p>NSW Legislation</p> <p>The Working With Children Check (WWCC) is a requirement for anyone who works or volunteers in child-related work in NSW. It involves a National Police Check (criminal history record check) and a review of reportable workplace misconduct. <i>Source: Office of the Children's Guardian (OCG)</i></p> <p>WWCC holders are legally required to update their contact details, (name or address changes) within 3 months – just like a driver's licence. Go to www.kidsguardian.nsw.gov.au & follow the directions. <u>OCG Approved Register</u> – see below. RYVID & Annual Training columns have been included by D9650 assist with record keeping and are optional.</p> <p>Proof of Identity information available on the OCG website.</p>
Rotary Youth Volunteer Information and Declaration (RYVID)	RYVID screening is required (completed form with referee checks done) for all Youth and youth based Vocational programs: Youth Exchange Program & RANZE (D9650 teams, club counsellors and host family members over 18), MUNA, all RYAG programs, RACE, RYSTARS, RYMarine, RYDA, RYLA and all Science and Engineering Challenges.	As required	<p>R.I. & D9650 Policy</p> <p>Where a Rotary organised project or activity allows for "one on one" contact, or an adult person could be alone with a young person for a period of time, that person shall be screened.</p> <p>The screening process requires the adult person to provide a completed Rotary Youth Volunteer Information and Declaration form. (Align RYVID form expiry date to member's WWCC expiry date)</p>
Annual Youth Protection Training	Clubs to deliver training package. This package covers BASIC information on <i>Explanation of Abuse & Harassment; Steps to follow if a complaint/notification is received and Reporting Procedures (Child Protection Helpline).</i> (Documents in District Library).	Annually	<p>Club Insurance & Compliance Declaration</p> <p>Is your club familiar with the R.I. sexual abuse/harassment allegation reporting Guidelines?</p> <p>Has your club received Youth Protection procedures training?</p> <p><u>Approved by District Management 23 August 2020 ????</u></p>

ROTARY CLUB OF

[illegible]