



Working with Vulnerable Persons Policy

Policy number	AAA_WVP	Version	1
Drafted by	AAA	Approved by Board on	30 July 2020
Responsible person	CEO	Scheduled review date	07/21

INTRODUCTION

For the purpose of this Policy, vulnerable persons¹ include children, young people and other vulnerable people.

The Australian Alpaca Association is committed to providing a safe and supportive environment for all members, participants and visitors. All members involved in working with vulnerable persons will be screened and suitable to be to do so.

PURPOSE

The purpose of this document is to provide a framework for Australian Alpaca Association in dealing with working with vulnerable persons. This Policy is applicable to all its members, non-member participants, volunteers and employees at all times during their participation in activities conducted by AAA

POLICY

To ensure that the AAA members meet their respective state legislative requirements anyone who is involved with “vulnerable persons” must have the relevant check from their home state.

All members involved in the AYE youth program, including judges, are required to have current card issued by their home state.

Any member who is involved in youth camps or youth events that have an overnight stay cannot be involved until the current card relevant to their state has been provided to the AAA Office.

The AAA will maintain a record of people within AAA who have *Registration to Work with Vulnerable People*. Registrations will be confirmed through the state jurisdictions to ensure that the applicant has recorded AAA as part of their registered details.

Exclusions

Children are excluded if they are under:

- 16 in the ACT, Tasmania and New South Wales
- 18 in Victoria & Queensland
- 14 in South Australia
- 15 in the Northern Territory.

Anyone outside these age exclusions are required to have a check unless they meet an exclusionary provision in the relevant state legislation.

There are exclusions if the number of days that the person would be involved with vulnerable people is less than a set amount of days in the relevant legislation. However, this exclusion **does not** apply if there is an overnight stay involved.

If you are visiting another state to take part in an event there are provisions for a set amount of days you can use your home state card for.

¹ Vulnerable persons are defined as a people aged under 18 or other individuals who may be unable to protect themselves against harm or exploitation.



Working with Vulnerable People Procedures

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- The CEO will act as the Member Protection Information Officer.
- All people within AAA, regions and youth groups will be advised of their responsibilities for *Registration to Work with Vulnerable People*. New members, other participants, and parents will be informed of AAA's Working with Vulnerable Persons Policy. This policy will be communicated through AAA's website
- Collect registration identification numbers and audit annually
- Maintain a record of people within AAA who have *Registration to Work with Vulnerable People*. This record will include registration identification numbers and registration expiry dates.
- Confirm all registrations through the state jurisdictions check registration functions. Confirm that the applicant has recorded AAA as part of their registered details. This way if registration is withdrawn for any reason the organisation will be notified.



Working with Vulnerable People Explanatory Notes

07/2020

Working with vulnerable people, working with children cards or blue cards are compulsory depending on the State. Each State has its own legislation, so the name and the exclusions vary. Everyone who is dealing with children and/or vulnerable people, depending on the State are required to have the relevant card.

Children are excluded if they are under 16 in the ACT, Tasmania, in New South Wales, Victoria & Queensland where it is under 18, South Australia is under 14 and Northern territory is under 15. There are exclusions for the number of days that the person would be less than a set amount of days for example in South Australia it is 7 days. However, this exclusion does not apply if there is an overnight stay involved. This means that anyone involved in an overnight stay must have the relevant card before they can be involved.

If you are visiting another state to take part in an event you are generally covered with your residential state card for set periods, for example Victoria is 30 days.

Working with vulnerable people ACT

Exclusions:

- is under 16 years old;
- does not work or volunteer with vulnerable people for more than three days in four weeks and seven days in 12 months (other than an overnight camp);
- is registered under a similar law in another State or Territory, as long as they do not work or volunteer with vulnerable people for more than 28 days in 12 months;
- is a close relative of the vulnerable people they work or volunteer with
- is a close relative of a vulnerable person they are volunteering with, as long as a close relative of each vulnerable person involved also participates. For example, an event or class for children where a parent of each child is participating;
- is a work colleague or team-mate of the vulnerable person, or otherwise participating in the same way as them?
- is a school student on a work experience placement or doing practical training;
- is an employer or supervisor of a vulnerable person, unless the vulnerable person is working or volunteering in an activity they would normally need registration to do;
- is working or volunteering as a police officer, an Australian Federal Police appointee, a registered health professional or health practitioner, a lawyer, a staff member of an approved aged care provider or a financial service licensee.
- works for a government agency and will only speak to the vulnerable person at a public counter or shopfront;
- will only speak to the vulnerable person by telephone, or will only work with a record of the vulnerable person;
- is working or volunteering in a declared state of emergency;
- is working or volunteering for an ACT or national event and the Commissioner for Fair Trading declares that the person is not required to be registered for the activity. For example the Paralympics and World Youth Day; or,
- is a person otherwise described in a relevant regulation.



Working with Vulnerable people Tasmania

Exclusions:

However, a person is not required to be registered to engage in a regulated activity –

- a) if the person is under 16 years old; or
- b) if the person:
 - i. is engaged in the regulated activity (other than a regulated activity that consists of an overnight camp for children) for a particular employer in circumstances that involve the person being only in incidental physical contact with a vulnerable person; and
 - ii. is so engaged in the regulated activity for that particular employer in those circumstances for not more than 7 days in any calendar year; or
 - i. the person is engaged in the regulated activity (other than a regulated activity that consists of an overnight camp for children) for a particular employer in circumstances that involve the person being in more than incidental physical contact with a vulnerable person; and
 - ii. at the same time as the person is so engaged in the regulated activity for that particular employer, a registered person, or another person who is exempted from the requirement to be registered to engage in the regulated activity, is also present and engaged in the regulated activity for that particular employer; and
 - iii. the person is so engaged in the regulated activity for that particular employer for not more than 7 days in any calendar year; or
- c) if the person is registered under a corresponding law and –
 - i. the regulated activity is substantially similar to an activity or service the person is allowed, by that registration, to engage in under the corresponding law; and
 - ii. the person is engaged in the regulated activity for not more than 28 days in any 12-month period; or if –
- d) the person is not a resident of Australia; and
 - i. the person is engaged in the regulated activity (other than a regulated activity that consists of an overnight camp for children) for one continuous period of not more than 28 days in any 12-month period; and
 - ii. at the same time as the person is so engaged in the regulated activity, a registered person is also present and engaged in the regulated activity; or
- e) if the person is a close relative of each vulnerable person who is taking part in the regulated activity and with whom the person has contact; or
- f) if the person is engaged in the regulated activity as a volunteer and –
 - i. is a close relative of a vulnerable person taking part, or who normally takes part, in the regulated activity; and
 - ii. a close relative of each other vulnerable person taking part in the regulated activity is engaged, or is expected to be engaged, in the regulated activity; or
- g) if the person is engaged in the regulated activity in the same capacity as the vulnerable person with whom the person has contact; or
- h) if the person is engaged in the regulated activity as a school student on a work experience placement or doing practical training; or
- i) if the person is an employer or supervisor of a vulnerable person, unless the vulnerable person is engaged in a regulated activity; or
- j) if the person is engaged in the regulated activity as –
 - i. a police officer, including a police officer (however described) of another jurisdiction; or
 - ii. an AFP appointee within the meaning of the Australian Federal Police Act 1979 of the Commonwealth; or
 - iii. a correctional officer, within the meaning of the Corrections Act 1997 ; or
 - iv. a staff member of, or volunteer for, an approved provider under the Aged Care Act 1997 of the Commonwealth; or
 - v. a financial services licensee under the Corporations Act; or
- k) if the person is engaged in the regulated activity for a Tasmanian public authority or an agency of the Commonwealth (including a body, corporate or unincorporate, established under an Act of the Commonwealth) and the only contact the person has with a vulnerable person is providing a service to the vulnerable person at a public counter or shopfront or by telephone; or



- l) if the person is engaged in the regulated activity and the only contact the person has with a vulnerable person is providing information to, or receiving information from, the vulnerable person by telephone; or
- m) if the person is engaged in the regulated activity and the only contact the person has with a vulnerable person is working with a record of the vulnerable person; or
- n) if the person is an emergency management worker and is engaged in the regulated activity for the purposes of dealing with an emergency; or
- o) if the person is engaged in the regulated activity for a Tasmanian, national or international event and the Minister has declared, by order, that the person, or persons of a class which includes the person, are not required to be registered for the regulated activity; or
- p) if the person is a member of a class of persons prescribed by the regulations as not required to be registered for the regulated activity.

Working with children NSW

Exceptions:

Part 4 Exemption of workers and employers from Act

Exemption from Act for specified workers and employers

1. The following workers engaged in child-related work (and employers of those workers in that capacity) are exempt from the Act (other than section 7 of the Act):
 - a) a worker (other than a school cleaner) who provides administrative, clerical or maintenance services, or other ancillary services, if the work does not ordinarily involve contact with children for extended periods,
 - b) a worker who works for a period of not more than a total of 5 working days in a calendar year, if the work involves minimal direct contact with children or is supervised when children are present,
 - c) a worker who carries out the work in the course of an informal domestic arrangement that is not carried out on a professional or commercial basis,
 - d) a worker whose work involves direct contact only with children who are close relatives of the worker, other than a worker who carries out the work in the capacity of an authorised carer,
 - e) a parent, or close relative, of a child who attends a school, an education and care service or other educational institution when volunteering at or for activities of the school, service or institution,
 - f) a parent, or close relative, of a child when volunteering in connection with a team, program or other activity of which the child is a member or in which the child usually participates,
 - g) a worker who is under the age of 18 years,
 - h) a police officer or a member of the Australian Federal Police when working in his or her capacity as a police officer,
 - i) a worker who is a health practitioner in private practice, if the provision of services by the practitioner in the course of that practice does not ordinarily involve treatment of children without one or more other adults present,
 - j) a worker who is a co-worker of a child or who is a work supervisor or work placement supervisor of a child (other than as referred to in clause 12 (2)),
 - k) a home care worker who holds a police certificate that is current for the purposes of the [Accountability Principles 1998](#) made under the [Aged Care Act 1997](#) of the Commonwealth, if the work is home care work and the clients are not primarily children,
 - l) (l) a health practitioner who is working in and visiting New South Wales from outside the State, if the period of work does not exceed a total of 5 days in any period of 3 months,
 - m) (m) a worker who is working in and visiting New South Wales from outside the State for the purposes of a one-off event such as a jamboree, sporting or religious event or tour, if the event is the only child-related work carried out by the worker in New South Wales in that calendar year and the period of the work does not exceed 30 days,
 - n) (n) a worker who is working in and visiting New South Wales from outside the State for the purposes of child-related work (other than a worker referred to in paragraph (l) or (m)), if the worker is the holder of an interstate working with children check in the jurisdiction in which the person ordinarily resides, or is exempt from the requirement to have such a check in that jurisdiction, and the period of the child-related work in New South Wales does not exceed a total of 30 days in any calendar year,



- o) (o) a visiting speaker, adjudicator, performer, assessor or other similar visitor at a school or other place where child-related work is carried out if the work of the person at that place is for a one-off occasion and is carried out in the presence of one or more other adults.
2. Subclause (1) (e) and (f) do not apply to a parent or close relative, if the volunteering involves any of the following:
- a) providing personal care services to children with disabilities, being services that involve intimate contact with those children, such as assistance with toileting, bathing or dressing,
 - b) providing mentoring services as part of a formal mentoring program provided by a government or non-government agency,
 - c) attending at an overnight camp for children.

Working with children check Victoria

Exceptions:

- People under the age of 18 years.
- Parents who volunteer in activities that their child normally participates in.
- People 'closely related' to each child they have contact with in their activity. This exemption does not apply to kinship carers (people who care for a child placed by Child Protection under the Children Youth and Families Act 2005).
- 18 or 19-year-old students volunteering in activities organised by their educational institution.
- Visiting workers who do not usually live in Victoria, and do child-related work in Victoria for a period of up to 30 days and do not do any other child-related work in Victoria in the same calendar year.
- Visiting workers who do not usually live in Victoria and hold an equivalent interstate WWC Check and do child-related work in Victoria for a period of up to 30 days in the same calendar year.
- Victorian, or Federal police officers who have not been suspended or dismissed.
- Teachers currently registered with the Victorian Institute of Teaching.

Blue card Queensland

Volunteer parents are exempt under certain categories when providing services or conducting activities that relate to their own children.

Volunteers under 18 are exempt from requiring a blue card unless they are a trainee student doing a practical placement as part of their studies with an education provider.

A blue card is not required if the person is a:

- volunteer guest of a school or recognised body and are;
 - observing or supplying information or entertainment to ten or more people, and
 - the activity is for ten days or less on no more than two occasions per year, and
 - the person is unlikely to be alone with a child without another adult present.
- volunteer at a national or state event organised by a school or recognised body:
 - for a sporting, cultural or skill based activity, and
 - the event is attended by more than 100 people, and
 - the work is for ten days or less on no more than two occasions per year, and
 - the person is unlikely to be alone with a child without another adult present.

There are certain people who do not require a blue card under this category, including:

- Registered health practitioners if the work they are doing relates to their function as a registered health practitioner, or
- A volunteer parent of a child regularly receiving education and care at the education and care service, or
- A child under 18 years of age, unless they are a trainee student doing a practical placement as part of their studies with an education provider.

Examples of people who don't need a blue card...

- Volunteer parents providing services or conducting activities at an education and care service that their child regularly attends, or
- Relatives or friends caring for a child as part of a private arrangement.



Working with children check SA

Exclusions:

You don't need a working with children check if you:

- work for SA Police or the Australian Federal Police
- employ or supervise children in a workplace, unless the work is child-related (e.g. you manage a fast food restaurant that employs people under 18)
- work in the same capacity as a child (e.g. you work at a checkout in a supermarket that also hires people under 18 in the same type of role)
- don't think you will work with children for more than seven days (consecutive or not) in a calendar year*
- are a parent or guardian volunteering with your own child (e.g. at school) and do not have close personal contact with other children, or participate in an organised overnight event (e.g. a school camp)
- live interstate, have a current child-related check from your home state, and are working at an organised event in South Australia lasting no more than 10 consecutive days
- are under the age of 14.

*The seven-day exclusion does not apply if you are involved in an overnight activity (e.g. school camp), or have close contact with children with disability

Working with children check WA

Exemptions which apply across all categories:

- a) Child volunteers: · work carried out on a voluntary basis by a child.
- b) Unpaid students on placement under 18 years of age: · work carried out on an unpaid basis by a student under 18 years of age as part of their educational or vocational course of study with an education provider.
- c) Short-term visitors to Western Australia: · applies to work carried out by visitors to Western Australia, where the person is not ordinarily resident in Western Australia; and

For more information see the WWC Act at www.slp.wa.gov.au

Working with children NT

- Short-term volunteers

You do not need a clearance if all of the four following statements apply while you are volunteering in children's services, a school, club, or association with significant child membership:

- your work does not involve an overnight stay
- you are a parent of one or more of the children you will have contact with
- you will be under the direct supervision of someone who holds a clearance
- your employer does not require you to hold a clearance.

You do not need a clearance if you are visiting the Northern Territory and volunteering with children for less than 14 days in a year in total.

You do not need a clearance to babysit or mind children as part of an agreement between family or friends. You do not need a clearance to have a child stay in your home for less than seven days in a row, for example for school billeting.

- Young workers

You do not need a clearance if you are less than 15 years old.

- Entertainment services with no direct contact with children

You do not need a clearance to work or volunteer for a children's entertainment or party service that provides food, equipment or a venue, if you have no contact with children.

This may include workers at a restaurant, performers on stage at a concert, or a catering company that delivers food.

- Emergency care

You do not need a clearance to be an approved emergency carer under the Care and Protection of Children (Placement Arrangements) Regulations.