

POLICY / PROCEDURE



1.10 Working with Vulnerable People Policy Version 1 – August, 2022

Purpose of this policy

The *Working with Vulnerable People Act 2013* (the WWVP Act) aims to protect vulnerable people, children and adults, from harm by providing a high standard of compulsory background checking for anyone involved in child and adult related regulated activity.

This policy informs Riding for the Disabled Association (RDA) of Carine stakeholders and members of their responsibilities, and the procedures they must follow when working or volunteering with children and vulnerable people at its Centre. It is the policy of RDA Carine to safeguard the welfare and safety of all children and adults who participate in our activities or access our services.

During the transitional period of 2021 and 2022 to the *NDIS Worker Screening Check*, RDA Carine ensures that all staff and volunteers are required to hold a current *Working with Children Card* and *National Police Clearance* and/or *NDIS Worker Screening Check Certificate* and are compliant in order to reduce the potential risk of sexual, physical, psychological, emotional or financial harm or neglect of children and vulnerable people at RDA Carine.

RDA Carine also takes all reasonable steps to ensure that, through relevant training, policies and procedures all young people and adults taking part in RDA Carine activities do so in a safe, supportive and friendly environment. We acknowledge the valuable contribution made by all our members and their active participation in providing a safe, fair, inclusive and enjoyable environment for everyone involved with our Association.

As a Registered NDIS provider, RDA Carine is also required to ensure that key personnel and other workers or volunteers in certain types of roles have a national workers screening clearance that meets the requirements of the NDIS Practice Standards to ensure that key personnel and workers in these roles do not pose an unacceptable risk to the safety and wellbeing of NDIS participants.

Responsibilities

This policy applies to all people involved with the activities of RDA Carine, including staff, volunteers and members.

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

Mandatory requirements

Effective 1st January, 2023 RDA Carine has deemed it mandatory that all workers and volunteers aged fourteen (14) and over are required to be registered under the *NDIS Worker Screening Check process* and are required to complete their registration prior to commencing any child or vulnerable person related activities.

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All workers and volunteers delivering supports and services to participants in the program, are likely to be in *'more than incidental contact'* with children and/or vulnerable adults (*physical contact, face-to-face contact, oral communication, written and/or electronic communication*), are either a committee or board member and/or handle money on behalf of RDA Carine, also require additional *"Child and vulnerable adult-related (NDIS endorsed) activity"* status as part of their registration.

Possible exemptions:

- A person who holds a current interstate (*NDIS endorsed*) registration and want to use it in Carine for twenty-eight (28) days or less per year for a similar activity;
- A school or university (under the age of 18) student on a work experience placement or doing practical training for a period of less than twenty-eight (28) days.
- An RDA Life-Member not involved with the RDA Programs, on a Centre Committee or Board, nor handling money on behalf of RDA.

Engaging in activities before clearance received

If RDA Carine has engaged a person to work or volunteer in a regulated activity, they may commence work prior to their registration being granted, in the following circumstances:

- RDA Carine must check the person's valid photo I.D. on first arrival to verify their identity;
- The person must fill out a Volunteer Registration Form or Affiliated Volunteer Registration Form, including supplying two professional references, which cannot be family or friends;
- The applicant has named *'Riding for the Disabled Association Carine'* as the employer on their application;
- The applicant has applied for *"NDIS Worker Screening Check"* if required for the role they will be performing and provided proof of payment;
- The applicant must show evidence, including payment of registration fees, that they have lodged the relevant application;
- RDA Carine has agreed to engage the person to work or volunteer in the regulated activity;
- RDA Carine is satisfied that the applicant has applied for registration and that the application is pending
- RDA Carine has prepared and implemented a **risk management plan*** that is relevant to the work or volunteering the applicant is undertaking; and
- The applicant is accompanied by a **Coach or Assistant Coach or Senior Volunteer with NDIS worker screening clearance at all times** whilst they are engaged in the regulated activity.

Risk management plan

A risk management plan is intended to mitigate risk of harm to vulnerable people by ensuring RDA has appropriate measures and controls in place to ensure the safety, welfare and protection of vulnerable persons.

The risk management plan needs to include the description of the regulated activity for which the person is engaged, including supervision of the applicant by a registered person with NDIS workers screening clearance, pending their approved application and any other requirements to satisfy the Act. The risk management plan needs to be documented.

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Procedure

RDA Carine will complete the following procedure:

- 1) Verify every new worker/volunteer by checking their current photo I.D. during the interview stage of the volunteer or staff recruitment process has been made and/or starting their training with RDA in Carine.
- 2) Ensure every new worker/volunteer supply two (2) professional references on their first Annual Volunteer Registration Form (*not required on annual registration renewals*).
- 3) Deliver induction and relevant additional training to every new worker/volunteer, which advises them of their rights and responsibilities and includes policies and procedures, code of practice, code of conduct, child and vulnerable people protection, grievance and complaints procedures, Member Protection Policy and where to find these documents.
- 4) Ensure Program Volunteers working directly with vulnerable people, Committee and Board Members complete the on-line *NDIS Workers Orientation Module*.
- 5) Maintain a record and keep a copy of every worker/volunteer's NDIS Worker Screening Check Certificate which includes the registration number, expiry date and NDIS endorsement if applicable.
- 6) Confirm all registrations through the *National Disability Insurance Scheme (Worker Screening) Act 2020* website or the *NDIS Commission Portal* and confirm that the applicant has recorded '*Riding for the Disabled Association Carine*' as part of their registered details.

Connected Policies, Guidelines and Procedures

RDA Carine will apply and enforce this *The Working with Children (Criminal Record Checking) Act 2004* in a consistent manner that conforms to policy frameworks of RDA Australia. As a locally developed policy, *the Working with Children (Criminal Record Checking) Act 2004* operates as a complementary policy to RDA Australia's National Member Protection Policy.

Breaches or failure to comply with this policy will be managed in accordance with the relevant sections set out in RDA Australia's National Member Protection Policy. Serious breaches will be subject to criminal justice proceedings that could result in fines or other penalties imposed under the act.

This policy has been developed to meet RDA Carine's obligations under the *the Working with Children (Criminal Record Checking) Act 2004*.

[Click here](#) to review all RDA Carine and RDA Australia policies and procedures.

Linked documents:

- Member Protection Policy
- Child Safe Code of Behaviour and Statement
- Volunteer Registration Form
- Accreditation of Volunteers Procedure
- Terms & Conditions (participants)

Version One:

Authorised by: RDA Carine Board

Sign off: Ratified by RDA Carine Board in meeting 17/08/2022

Review date: August 2023