

POLICY: Working with Vulnerable People

Approved by:	Canberra Brass Inc. Committee
Implementation Date:	9 September 2016
Supersedes Policy Dated:	New Policy
Revision Date:	3 years from implementation
Canberra Brass Inc. Contact Officer:	Secretary

RATIONALE

The purpose of the *Working with Vulnerable People (WWVP) Policy* is to enable Canberra Brass Inc. to meet the ACT government legislative requirement of the *Working With Vulnerable People (Background Checking) Act 2011*. This policy applies to all Canberra Brass Inc. current, new and prospective Employees, Contractors and Volunteers participating in a Regulated Activity such as coaching and tuition services within a club, association or movement.

DEFINITIONS

Assessment Notice means a Notice issued by the Commissioner for Fair Trading of the Australian Capital Territory, which states that the person to whom the Notice has been issued has passed the WWVP Registration and has been issued with a WWVP Registration Card;

Canberra Brass Inc. means Canberra Brass Inc., an association incorporated under the *Associations Incorporation Act 1991* (ACT).

Categories of Persons that require a WWVP Registration means Employees, Contractors and Volunteers;

Contractor is deemed to include self-employed persons who work under a contract for service and are engaged by Canberra Brass Inc. to do work, provide a service or labour for remuneration, including, but not limited to music tutors;

Employee means an individual who works for wages under an employer-employee relationship

Employer in relation to a regulated activity, means an entity for who a person engages in the regulated activity.

Fee means the cost of the WWVP Registration application;

Negative Notice means a notice provided under the WWVP Act that notifies a person that Commissioner refuses to register the person and the reasons for the refusal;

Proposed Negative Notice means a notice provided under the WWVP Act that notifies a person that the Commissioner intends to refuse to register the person;

Registration Card means a WWVP Registration card provided to a person under the *Working With Vulnerable People (Background Checking) Act 2011*.

Regulated Activity means an activity outlined in Schedule 1 of the WWVP Act, which includes coaching and tuition services and clubs, associations and movements;

Volunteer means an individual who is not an Employee who undertakes defined activities of their own free will, without payment which will be of benefit to the Canberra Brass Inc. community or organisation;

Vulnerable Person means a person who is vulnerable if they are a child under the age of eighteen (18) years or an adult who is experiencing disadvantage, and is accessing a service related to the disadvantage;

Working With Vulnerable People Registration means a legislative requirement and process of assessment as prescribed in *Working With Vulnerable People (Background Checking) Act 2011* and Regulations.

POLICY

1. WWVP Registration is an integral part of the process used by Canberra Brass Inc. to manage the prevention of engaging people who pose a risk to the safety, welfare and well-being of vulnerable people.
2. The President, Secretary, Musical Director and Band Masters are responsible for ensuring that the recruitment, selection and appointment processes within their area of responsibility are consistent with the Canberra Brass Inc. *WWVP Policy*.
3. This includes ensuring that all Employees, Contractors and Volunteers provide a valid WWVP Registration prior to commencing employment, engagement or volunteer activities.
4. The Secretary of Canberra Brass Inc. is responsible for managing records relevant to WWVP Registration for seven (7) years after the employment, engagement or volunteer activity has ceased, or longer if required.

REQUIREMENTS

Proof of WWVP Registration

5. All Employees, Contractors and Volunteers seeking to participate in regulated activities carried out by Canberra Brass Inc. must provide a copy of their WWVP Registration card to the Secretary, Canberra Brass Inc., who holds these records on behalf of Canberra Brass Inc.
6. All Employees, Contractors and Volunteers must maintain their WWVP Registration and provide a copy of any new WWVP Registration card following renewal of their registration or at any time when the details of their registration change.

Consequences of Non-Compliance or Issue of a Proposed Negative or Negative Notice

7. Where an Employee, Contractor or Volunteer fails to comply with obtaining a WWVP Registration or receives a Proposed Negative or Negative Notice after a WWVP assessment has been conducted, Canberra Brass Inc. may take (but is not restricted to) any of the following steps against a current or prospective Employee, Contractor or Volunteer:
 - Immediate cessation of their work in relation to vulnerable people; or
 - Modify the activities they are eligible to undertake; or
 - Not make an offer of employment or engagement; or
 - Terminate the employment or engagement as per due process.

Fees

10. Employees, Contractors and Volunteers will be responsible to pay the prescribed fees for their registration.

Confidentiality and Privacy

11. Canberra Brass Inc. is required to keep Employees, Contractors and Volunteers personal details private. Any information collected by Canberra Brass Inc. will only be used to assess a person's suitability for employment or engagement in Canberra Brass Inc. activities. However, there are certain circumstances in which some people may be told information about a persons details, including:
 - a disclosure or use of the information to a court or tribunal as required by law; and
 - a disclosure of the information for any other reason that may be required by law.
12. Employees, Contractors and Volunteers are entitled to see the information held about them by Canberra Brass Inc. and may request this information at any time in writing.

SIGNED:



President, Canberra Brass Inc.

DATE:

17 October 2016