

INFORMATION FOR SPORT AND RECREATION ORGANISATIONS

Working with Children and Vulnerable People

The Registration to Work with Vulnerable People Act 2013 aims to protect children and vulnerable people from harm through compulsory background checking for anyone working or volunteering in Tasmania.

Sport and recreation organisations have a legal and moral obligation to reduce the risk of harm to children by ensuring that all persons required to hold a Registration to Work with Vulnerable People are compliant.

Requiring a registration to work or volunteer with vulnerable people is only one of the practices organisations need to ensure safe environments for everyone.

Organisations should also have in place policies that promote safe and supportive environments for children, including risk management policies that include practices that safeguard children, codes of conduct and supervision and training.

Who needs a Registration?

People need to have a registration if they:

- are 16 years of age and over
- work or volunteer with children (under 18 years of age)
- have more than incidental contact with children as a normal part of their duties
- provide supports and services to a person with a disability under the NDIS in Tasmania

In sport and recreation this includes:

- Board directors and affiliate board directors
- State/affiliate junior development coordinators and volunteers
- Coaches and officials working with children
- Team managers, officials, and chaperones travelling with children
- Technical officials, referees, marshals
- Member Protection Information Officers
- First Aid Officers
- Any other people who are involved in junior events or whose duties bring them into contact with children

A sport and recreation organisation or employer may also require other people to have a Registration.



What do sport and recreation organisations need to do?

Check and update registration details

Clubs, associations, and other organisations must check the status of an employee or volunteer's registration before they start with the organisation. A registration card should not be accepted as proof alone.

It is also mandatory to add the organisation's details to an employee or volunteer's registration or application online within 10 working days of them starting at your organisation. This ensures your organisation is contacted if their registration status changes (i.e. if their registration is suspended or cancelled).

When a person stops working or volunteering with your organisation, you must also ensure your organisation's details are removed from their registration within 10 working days.

It is also good practice for you to check the status of your employee's or volunteer's registration periodically to ensure it hasn't expired. You can do this easily through the online Employer Portal.

How to check a volunteer or employee's registration status

You can check details of an employee or volunteer's registration through the CBOS website:

1. Go to the check an application/registration page: www.cforms.justice.tas.gov.au/StatusCheck/StatusCheck.aspx
2. Search for the employee or volunteer using their application/card number and last name.

How to manage your organisations volunteers and employees

You can also easily keep track of registrations using the Employer Portal. The portal allows organisations

to become a listed employer and manage registrations and notifications through a single portal. Your organisation can search and add employees and volunteers, pay for employee and volunteer registration fees (if applicable), and update the organisation's details.

Step-by-step instructions are available in the [Employer Portal User guide](#).

Develop a Working with Children and Vulnerable People Policy

A Working with Children and Vulnerable People Policy will provide your members with information on the roles that are mandatory, optional or exempt from registration, administrative procedures, policy compliance and mechanisms for managing breaches.

Template

Communities, Sport and Recreation has developed a [Working with Children and Vulnerable People Policy template](#). Which can be found at https://www.communities.tas.gov.au/csr/sportrec/safe_and_fair/child-safety-and-sport

The Template allows state sporting organisations to apply their Policy with the authority afforded by their constitution, Member Protection Policy and the Associations Incorporation Act.

The Policy template includes content on:

- The purpose and scope of the policy.
- The organisation's obligations under the law.
- Roles within the organisation that are mandatory, optional or exempt from registration.
- Key procedures and compliance measures.

More information

For more information visit:

www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people/employer-obligations