



# VICPARK

R A C E T E A M

## Child Safeguarding and Working with Children Policy

Rev 2\_June 2026

**Prepared for:**

Vic Park Race Team

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## 1 Supporting Documentation and Legislation

- AusCycling Safeguarding Children and Young People Policy requirements
- WA Working with Children Check requirements for sporting clubs
- Sport Integrity Australia child safe practices guidance

## 2 Purpose

Victoria Park Race Team (VRT) is committed to providing a safe, inclusive and respectful environment for all participants, including children and young people under the age of 18 years.

Although the Club is primarily an adult amateur cycling club and does not typically conduct junior programs or children-only events, children and young people may participate in club rides, training sessions, social events and sanctioned activities. The Club recognises its obligations under the AusCycling Safeguarding Children and Young People Policy;

- the WA Working with Children (Criminal Record Checking) Act 2004;
- the National Principles for Child Safe Organisations; and
- Sport Integrity Australia safeguarding guidance.

The Club has zero tolerance for child abuse, grooming, bullying, harassment or neglect in any form.

## 3 Scope

This Policy applies to:

- Committee members;
- Ride leaders;
- Coaches;
- Volunteers;
- Marshals;
- Contractors;
- Club members;
- Any person acting on behalf of the Club.

This Policy applies whenever a person is participating in a Club activity where children may be present or participating.

## 4 Definitions

- Child / Young Person - A person under 18 years of age.
- Working with Children Check (WWCC) - A screening process under WA legislation assessing whether a person can engage in child-related work.
- Child-Related Role - A role involving contact with children as part of usual duties, including supervision, instruction, transport or overnight activities.
- Person in Authority - Any adult who can exercise power, supervision or influence over a child through their role in the Club.

## 5 Club Commitment

The Club commits to:

- promoting the safety and wellbeing of children;

- ensuring children are treated with dignity and respect;
- maintaining appropriate standards of behaviour;
- complying with AusCycling safeguarding requirements;
- complying with WA Working with Children legislation;
- responding appropriately to concerns or allegations;
- maintaining appropriate safeguarding records and risk controls.

### 1.1 Committee Members

All committee members will undertake the free and online Sport Integrity Australia Child Safeguarding training.

<https://www.sportintegrity.gov.au/what-we-do/safeguarding-sport#h2-heading-4>

## 2 Working with Children Check Requirements

### 2.1 5.1 Roles Required to Hold a WWCC

Because the Club is primarily an adult cycling club and does not run junior-only programs, not all members require a WWCC.

However, the following positions MUST hold a current WA WWCC regardless of whether their role involves regular or direct interaction with riders under 18:

#### Mandatory WWCC Roles

- Committee Members (access to member information and data)
- Committee members responsible for junior participation;
- Wellbeing officer / club child safety contact;
- Club coaches working with riders under 18;
- Ride leaders supervising ride organised for junior participants;
- Junior ride coordinators;
- First aid officers regularly supporting rides organised for juniors;
- Volunteers supervising children at events;
- Adults transporting children as part of organised club activities;
- Adults supervising overnight trips involving children;
- Official photographers/videographers at junior-inclusive activities.

These requirements reflect WA WWCC guidance for sporting clubs and AusCycling child-related position requirements.

### 2.2 Roles Not Normally Requiring a WWCC

The following roles will generally not require a WWCC unless they have direct supervisory responsibilities over children:

- General adult members;
- Social and training ride participants;
- Adult-only ride leaders where juniors are not participating;
- Volunteers with no direct contact with children.
- WA guidance confirms that adult clubs with only occasional junior participation may not automatically require all personnel to hold WWCCs.

### 2.3 Parent Volunteer Exemption

A parent volunteering solely in connection with activities involving their own child may be exempt under WA legislation. However:

- the Club may still require safeguarding declarations;
- parent volunteers must comply with this Policy;
- individuals with a Negative Notice or Interim Negative Notice cannot rely on exemptions.

## 3 WWCC Verification and Record Keeping

The Club will:

- sight all WWCC cards before a person commences child-related duties;
- verify WWCC validity against the WA Working with Children database;
- maintain a secure register containing:
  - name;
  - WWCC number;
  - expiry date;
  - verification date;
  - role held;
  - monitor expiry dates; ensure expired or invalid cards are immediately addressed.

The Club will provide WWCC copies to AusCycling when requested, and will maintain appropriate records as required by AusCycling.

## 4 Recruitment and Screening

For child-related roles, the Club will:

- assess whether a role is child-related;
- provide clear role descriptions;
- conduct interviews where appropriate;
- undertake referee checks;
- require WWCC verification where required;
- ensure all relevant personnel understand safeguarding obligations.

These practices align with AusCycling recruitment and screening recommendations.

## 5 Expected Behaviour Standards

All Club personnel must:

- treat children respectfully;
- maintain professional boundaries;
- avoid one-on-one unsupervised situations where possible;
- use appropriate language and behaviour;
- avoid favouritism;
- avoid private electronic communication with children;
- never engage in bullying, harassment, grooming or abuse.

The Club adopts the Sport Integrity Australia “Children and Young People Safe Practices – Do’s and Don’ts” guidance.

## 6 Electronic Communication

Adults in positions of authority must not:

- privately message children on social media;
- communicate one-on-one electronically without parent/carer inclusion;
- request secrecy from a child.

Where communication is necessary:

- a parent/carer must be copied;
- communication must relate only to Club activities;
- communication must remain professional.

## 7 Transport of Children

The Club recognises cycling activities may involve transport arrangements.

Adults must not transport children unless:

- transport is directly related to Club activities;
- parent/carer permission is obtained;
- the driver holds a valid licence;
- the vehicle is roadworthy;
- the child is appropriately restrained;
- wherever practicable, another adult or child is present.

Children must never be taken to a member's home without parental approval.

## 8 Photography and Social Media

The Club will:

- obtain parent/carer consent before publishing identifiable images of children;
- ensure children are appropriately dressed;
- prohibit use of images for personal purposes;
- prohibit photography in change rooms or private areas.

Only authorised Club personnel may take official event photographs involving children.

## 9 Supervision

Where children participate in Club rides or events:

- appropriate adult supervision must be maintained;
- ride leaders must know which riders are under 18;
- parents/carers remain responsible for their child unless otherwise agreed;
- one-on-one isolated situations should be avoided;
- incidents involving unsupervised contact must be reported.

## 10 Reporting Concerns

Any person who believes a child is at risk of harm must:

- Ensure immediate safety;

- Contact emergency services if required;
- Report concerns to WA Police and/or Child Protection where appropriate;
- Notify the Club Child Safety Contact;
- Notify AusCycling Integrity if required.

The Club will:

- take all concerns seriously;
- maintain confidentiality where appropriate;
- protect reporters from victimisation;
- cooperate with authorities.

## 11 Club Child Safety Contact

The Club will appoint a Child Safety Contact Officer responsible for:

- safeguarding oversight;
- WWCC record management;
- receiving concerns;
- liaising with AusCycling and authorities;
- maintaining safeguarding documentation.

Recommended role:

Welfare Officer

## 12 Training and Education

The Club will encourage or require relevant personnel to complete:

- Sport Integrity Australia Child Safeguarding training;
- AusCycling integrity education;
- Periodic safeguarding awareness updates.

## 13 Breaches of this Policy

Breaches may result in:

- removal from duties;
- suspension from Club activities;
- referral to AusCycling;
- referral to police or child protection authorities;
- termination of membership.

## 14 Policy Review

This Policy will be reviewed:

- annually;
- following any safeguarding incident;
- following legislative or AusCycling policy changes.

## Appendix A. Junior Rider Consent Form

### VRT – Victoria Park Race Team - Junior Rider Participation & Parent Consent Form

#### Rider Details

Full Name of Rider: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_

Medical Conditions / Allergies:

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#### Parent / Guardian Details

Parent / Guardian Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Consent

I confirm that:

- I am the parent/legal guardian of the above rider.
- I consent to my child participating in Club rides and activities.
- I understand that cycling involves inherent risks.
- My child is medically fit to participate.
- My child will comply with Club rules, directions and safety requirements.
- I understand the Club is primarily an adult amateur cycling club and juniors may participate alongside adult riders.
- I understand parents/guardians remain responsible for their child unless specifically advised otherwise by the Club.

**15 Emergency Medical Consent**

In the event of illness or injury, I authorise the Club to obtain medical treatment for my child where necessary.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**16 Photography & Media Consent**

Please tick one:

☐ YES – I consent to photographs/videos of my child being used for Club promotional purposes.

☐ NO – I do not consent to photographs/videos being used.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**17 Transport Consent**

☐ I consent to approved Club officials transporting my child where necessary for Club activities.

☐ I do not consent to Club-arranged transport.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix B. [Short Club-Friendly Child Safety Policy \(website\)](#)

### **VRT – Victoria Park Race Team**

#### **Child Safety & Safeguarding Statement**

VRT is committed to providing a safe, inclusive and respectful environment for all participants, including children and young people under 18 years of age.

Although our Club is primarily an adult amateur cycling club, we recognise that juniors may participate in Club rides and activities. We are committed to ensuring all young riders feel safe, supported and respected.

#### **Our Commitment**

The Club:

- has zero tolerance for child abuse, bullying, harassment or grooming;
- follows the AusCycling Safeguarding Children and Young People Policy;
- complies with WA Working with Children legislation;
- requires Working with Children Checks for relevant child-related roles;
- promotes respectful and appropriate behaviour at all times;
- takes all concerns and complaints seriously.

#### **Expected Behaviour**

All Club members, volunteers and officials must:

- treat children respectfully;
- maintain professional boundaries;
- avoid one-on-one unsupervised situations where possible;
- communicate appropriately with juniors and parents;
- never engage in abusive, discriminatory or unsafe behaviour.

#### **Working With Children Checks**

The Club requires current Working with Children Checks for adults who:

- supervise junior riders;
- coach juniors;

- transport juniors as part of Club activities;
- supervise overnight activities involving juniors.

WWCCs are sighted, verified and recorded by the Club.

### **Reporting Concerns**

If you believe a child is at immediate risk of harm:

- call 000 immediately.

Any safeguarding concerns should also be reported to:

Wellbeing Officer - Ted Wong

Mobile: +61 4040 136 362

Email: [secretary@vrt.org.au](mailto:secretary@vrt.org.au)

The Club will respond to concerns promptly, confidentially and appropriately.

### **Parent Involvement**

Parents and guardians are encouraged to:

- remain involved in their child's participation;
- attend rides and events where possible;
- communicate any concerns to the Club.

Appendix C. **WWCC Register**

| Full Name      | Role                                 | Child-Related Role? (Y/N) | WWCC Required? | WWCC Number | Expiry Date | Date Sighted | Verified Against WA Database (Y/N) | Verified By       | Training Completed | Notes |
|----------------|--------------------------------------|---------------------------|----------------|-------------|-------------|--------------|------------------------------------|-------------------|--------------------|-------|
| Alastair Brook | Committee Member - Policy Author     | N - Adult Club            | N              | 4070303     | 27/05/2029  | 23/06/2026   | Y                                  | Wellbeing Officer | SIA Safeguarding   |       |
| Ted Wong       | Committee Member - Wellbeing Officer | N - Adult Club            | N              | Sourcing    | Sourcing    | Sourcing     | Y                                  | Alastair Brook    | SIA Safeguarding   |       |
| David Morley   | Committee Member - Club Coach        | N- Adult Club             | N              | 480018      | 29/04/2029  | 23/06/2026   | Y                                  | Alastair Brook    | SIA Safeguarding   |       |
| Tom Goerke     | Committee Member - Secretary         | N- Adult Club             | N              | 4828799     | 07/06/2029  | 23/06/2026   | Y                                  | Alastair Brook    | SIA Safeguarding   |       |