



## **WWVP Compliance Process**

### **The legislation that guides this document:**

Water Polo ACT adheres to the legislation enacted by the ACT government in the *Working with Vulnerable People (Background Checking) Act 2011*, (updated 12<sup>th</sup> of April 2023).

### **Who needs to hold a WWVP Card?**

Any person over the age of 16 who is regularly engaged in contact with a vulnerable person. A vulnerable person is a child, or an adult who is physically or mentally disabled, suffers social or financial hardship, or cannot communicate, or has difficulty communicating, in English. Contact can be physical, verbal, written (both electronic and dealing with a record of a vulnerable person) or the act of making a decision that affects a vulnerable person. To require a WWVP, contact with a vulnerable person must reasonably be expected as part of being engaged in a regulated activity (i.e., Coaches, managers, WPACT staff) as opposed to being incidental to engaging in said activity (i.e., working in the same environment but never making physical contact or communicating with a vulnerable person).

The full legislation for who is required to hold a WWVP card can be found in Part 3 – *Requirement for Registration*, Section 12 – *When is a person required to be registered?*, in the *Working with Vulnerable People (Background Checking) Act 2011*.

The link to this is as following -

<https://www.legislation.act.gov.au/DownloadFile/a/2011-44/current/PDF/2011-44.PDF>

### **How do we capture/record this information?**

WWVP registration is recorded when a person begins their membership annually with WPACT if their role requires it. An image of the person's WWVP card and/or their WWVP information is uploaded onto revSPORT during the registration process. Before the upcoming season commences, WPACT will identify any stakeholders that require WWVP registration and notify them and request that they obtain it.

### **How do we ensure compliance?**

In order to ensure our stakeholders comply with WWVP legislation in the ACT, regular cross-checks must occur at the start of every season to ensure any person who is required to hold a WWVP card has correct and up-to-date accreditations. New Water Polo ACT members will also require an additional review of their WWVP registration before they engage with any vulnerable person while participating in a Water Polo ACT activity.