

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) Tasmania stakeholders and members of their responsibilities, and the procedures they must follow when working or volunteering with children and vulnerable people in Tasmania. It is the policy of RDA Tasmania to safeguard the welfare and safety of all children and adults who participate in our activities or access our services.

RDA Tasmania takes all reasonable steps to ensure that all persons required to hold their *Registration to Work with Vulnerable People (RWVP)* are compliant in order to reduce the potential risk of sexual, physical, psychological, emotional or financial harm or neglect of children and vulnerable people in Tasmania.

RDA Tasmania also takes all reasonable steps to ensure that, through relevant training, policies and procedures all young people and adults taking part in RDA 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 RDA Tasmania provides services to NDIS participants, key personnel and other workers or volunteers in certain types of roles must have a national workers screening clearance that meets the requirements of the NDIS Practice Standards to ensure that the people in these roles do not pose an unacceptable risk to the safety and wellbeing of NDIS or non-NDIS participants.

Responsibilities

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

This policy applies to activities within the Tasmanian jurisdiction and at all times when teams or individuals from Tasmania 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

RDA Tasmania has deemed it mandatory that all workers and volunteers aged sixteen (16) and over are required to be registered under the *Working with Vulnerable People Act 2013*, and are required to complete their registration prior to commencing any child or vulnerable person related activities.

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 board member, employee and/or handle money on behalf of RDA, also require additional *"Child and vulnerable adult-related (NDIS endorsed) activity"* status as part of their registration.

Possible exemptions:

- A person under the age of sixteen (16);
- A person who holds a current interstate (*NDIS endorsed*) registration and want to use it in Tasmania for twenty-eight (28) days or less per year for a similar activity;
- A school 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 the Board, nor handling money on behalf of RDA.

Engaging in activities before clearance received

If RDA 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 must check the person's valid photo I.D. on first arrival to verify their identity;
- The person must complete a Volunteer Registration Form, including supplying two references, which cannot be related and have known the person for at least 12 months;
- The applicant has named '*Riding for the Disabled Association Tasmania*' as their employer on their application;
- The applicant has applied for "*Child and vulnerable adult-related (NDIS endorsed) activity*" if required for the role they will be performing;
- The applicant must show evidence, including application number and proof of payment of registration fees, that they have lodged the relevant application;
- RDA has agreed to engage the person to work or volunteer in the regulated activity;
- RDA is satisfied that the applicant has applied for registration and that the application is pending (see [Check registration status online](#));
- RDA 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 **registered person 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.

Procedure

RDA will complete the following procedure:

- 1) Verify every new worker/volunteer by checking their current photo I.D. on first arrival, before application of Membership has been made and/or starting their Stage 1 training with RDA in Tasmania.
- 2) Ensure every new worker/volunteer supply two (2) 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 every worker/volunteer has applied for RWVP with NDIS endorsement (if applicable) prior to engaging in activities (see page 2 "Engaging in activities before clearance received").

- 5) Ensure Program Volunteers working directly with vulnerable people, Board Members and employees complete the on-line:
 - a) [Safeguarding Children and Young People in Sport Induction course](#); and
 - b) [NDIS Workers Orientation Module](#).
- 6) Maintain a record and keep a copy of every worker/volunteer's RWVP card, which includes the registration number, expiry date and NDIS endorsement if applicable.
- 7) Confirm all registrations through the [Check registration status](#) on the *Registration to Work with Vulnerable People (RWVP)* website or the *NDIS Commission Portal* and confirm that the applicant has recorded 'Riding for the Disabled Association Tasmania' as part of their registered details.

Connected Policies, Guidelines and Procedures

RDA Tasmania will apply and enforce this Working with Vulnerable People Policy in a consistent manner that conforms to policy frameworks of RDA Australia. As a locally developed policy, the RDA Tasmania Working with Vulnerable People Policy operates as a complementary policy to relevant RDA National Policies and National Integrity Framework Policies.

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 Tasmania's obligations under the Tasmanian *Registration to Working with Vulnerable People Act, 2013*.

All policies and procedures are available on request or <https://www.rdatas.org.au/policies-and-procedures>

Linked documents:

- NIF Safeguarding Children and Young People Policy
- NIF Member Protection Policy
- RDA Member Protection Policy
- Volunteer Registration Form
- Forms Procedure
- Accreditation of Volunteers Procedure
- Terms & Conditions (participants)

Authorised by: RDA Tasmania Board

Sign off: Approved by RDA Tasmania Board in meeting 24/06/24

Review date: June 2025