

GENERAL INFORMATION

- In NT, the Northern Territory Government requires all individuals in child related work to hold an Ochre Card, which is photo ID proof they have passed the Working with Children Clearance screening process and received a Clearance Notice.
- These only need to be completed once every 2 years.
- All Midnight Basketball Committee members are required to have an Ochre Card before joining the Committee and/or volunteering at a Midnight Basketball tournament.
- All Tournament Managers, volunteers and professional roles are required to have an Ochre Card before volunteering at a Midnight Basketball tournament.
- Legal Implications:
 - The processes outlined in this document are required by the Northern Territory Government and are in line with the *Care and Protection of Children Act*.
 - It is an offence to undertake child-related work if you do not hold a valid Clearance Notice. A penalty of up to \$76,500 can be issued to an individual if they are found to be in breach of this law.
 - It is an offence to engage an individual in child-related work that does not hold a valid Clearance Notice.

VOLUNTEER AND PROFESSIONAL ROLES - GETTING A WWC CLEARANCE NOTICE

You only have to complete the check once every 2 years. More info:

<http://www.workingwithchildren.nt.gov.au/legislation.html>

The process to get a WWC Clearance Notice BEFORE YOU VOLUNTEER/ATTEND is:

ONLINE APPLICATION

Complete the online application form <https://forms.pfes.nt.gov.au/safent/>

- Notes for completing the application:
 - For 'Category of Child-related work' select category Number 7 (Clubs, associations or movements with significant child membership or involvement, including groups that are of cultural, recreational or sporting nature)
 - Note: If you are undertaking a Paid role you will need pay the application fee of \$55.00
 - If volunteers do not have access to the internet, they can obtain a manual application form from their local police station, Territory Business Centres or SAFE NT (Ground Floor, 77 Smith Street (Chinatown Carpark Building), Darwin NT).
- To complete the online application form you need access to:
 - A valid credit/debit card for payment (MasterCard or Visa only).
 - An email address for confirmation of submission and subsequent communication.
 - A current Australian residential and postal address.
 - The ability to scan documents into .GIF .JPG .PDF .PNG or .TIF formats with each file being no more than 4 megabytes in size.
 - The documents you need to prepare and provide in this way are:
 - Identification documents – you will be asked to upload valid ID Documents to meet the 100 point check requirement.
 - Passport photo image – for use on the Ochre Card.
 - Any submission documents that you wish to provide to the Screening Authority for consideration. Please note, word documents are not able to be attached.
- FOR VOLUNTEER APPLICATIONS ONLY - Contact the Volunteer Manager to obtain a copy of the 'Eligibility for Volunteer concession fee' form to be eligible for the volunteer concession fee of \$5.00. This form needs to be submitted with your application.
- Refer to the Application Guidelines when completing your form:
<https://forms.pfes.nt.gov.au/safent/static/PF190-WWC-ApplicationGuidelines1008.pdf>

MANUAL APPLICATION

- Application forms may be obtained from Northern Territory Police Stations, SAFE NT or Territory Business Centres.
- Once you've completed and signed the application form, send your form to SAFE NT, along with:
 - A certified copy of one primary document (e.g. passport or drivers licence). People who can certify identification include a Justice of the Peace, Police Officers, School Principals, Commissioners of Oaths and Area Health Centre Managers;
 - A passport-size photograph; and
 - Payment details for the application fee (no cash).
- Post to: SAFE NT, GPO Box 39764, Winnellie NT 0821

VOLUNTEER AND PROFESSIONAL ROLES - WITH EXISTING WWC CLEARANCE NOTICE

Anyone who already has a WWC Clearance will need to provide their WWC Clearance Notice number and expiry date when completing their registration form so the Volunteer Manager can validate their WWC Clearance Notice number online.

VOLUNTEER MANAGER INSTRUCTIONS

You must receive the individuals WWC Clearance Notice number and validate through SAFE NT.

To validate a WWC Clearance Notice Number once you are satisfied the person is who they say they are, go to <https://forms.pfes.nt.gov.au/safent/>

- Click the 'Check validity of a Working With Children Number' button.
- Enter the volunteer's Given Name, Surname, Clearance Notice Number OR Date of Birth, then type the code shown and click 'Check Validity'.
- The system will list the volunteers result status.
 - If the result is 'VALID' it is ok for the individual to commence employment - or in our case, volunteer at Midnight Basketball.
 - If the result is 'INVALID', you cannot employ (or continue to employ) the worker for child-related work - paid or unpaid - and it is a criminal offence to do so.
- Enter validation details in the Admin Only section of the individuals' registration details in the Midnight Basketball Tournament System: Volunteers HP > Volunteers List
- Ensure that you cut and paste the results directly from the SAFE NT website into the "Outcome (status) of online confirmation" section of the Volunteer's registration form.
- **Note:** Manual applications cannot be checked online. To check call SAFE NT on 1800 723 368 and enter "Called to verify, [verification result]" in the volunteers' registration form.

To validate a WWC Application Number once you are satisfied the person is who they say they are, go to <https://forms.pfes.nt.gov.au/safent/>

- Click the 'Check the progress of an online application' button
- Enter the volunteer's Given Name, Surname and Application Number, then type the code shown and click 'Check Progress'
- **Note:** Manual applications cannot be checked online. To check the progress of the application you must call SAFE NT on 1800 723 368.

Additional notes for the Volunteer Manager

- Disregard the very few roles that WWC requirements may technically not apply to in the short term as we have a greater duty of care than most other organisations in the community - This is to protect our youth but also our Volunteers and Professional roles.
- To comply with legislation, you must validate each individual's WWC Clearance Notice Number.
- You cannot accept Ochre Cards from individuals as proof of a valid clearance because the individual may have become barred since receiving their initial clearance.
- You will need to complete an 'Eligibility for Volunteer concession fee' form for every volunteer who is applying for their WWC Clearance Notice. You can access the form here: <https://forms.pfes.nt.gov.au/safent/static/Volunteer%20Download%20Form%20WWC.pdf>
- SAFE NT will only notify you of a change to an individual's WWC Clearance status if Midnight Basketball is listed as their main organisation of employment (either paid or volunteer), for this reason it is best practice to validate all WWC Clearance Notice numbers every tournament.