

Policy Title: Working With Children's Card Requirement for Advanced Rank Members

Policy Number: BJMAV-001

Effective Date: 1 July 2023 – Reviewed and updated 28 August 2024

Review Date: August 2026

Policy Statement:

At Bob Jones Martial Arts Victoria (BJMA-Vic), it is mandatory for all members attempting any rank above brown belt/patch in any BJMA martial arts style to hold a valid Working With Children's Card (WWCC). BJMA must be listed on your WWCC as an organisation you are involved in. The WWCC must be presented at the first State training attended by the member in any given year and also at the Assessment Day prior to their grading at a State Grading.

Any black belts/black patch visiting another BJMA club or BJMA training event should present their WWCC to the class instructor prior to taking part in class.

Policy Rationale:

The purpose of this policy is to ensure the safety and protection of children and vulnerable individuals within BJMA-Vic. Members who hold advanced ranks are assigned instructor or teaching titles, and it is reasonable to assume that they may come into contact with individuals under the age of 18 in a training capacity. By requiring a valid WWCC, BJMA-Vic aims to uphold its duty of care, maintain a safe training environment, and mitigate any potential risks associated with interactions between advanced rank members and minors.

Policy Guidelines:

Requirement:

- 1.1. All members attempting any rank above brown belt/patch must possess a valid Working With Children's Card issued by the Victorian Government.
- 1.2. The WWCC must be obtained and maintained at the member's expense.
- 1.3 BJMA must be listed as an organisation on your WWCC

Verification:

- 2.1. Members must present their WWCC at the first State training session they attend in any given year.
- 2.2. Members must also present their WWCC at the assessment day prior to their grading at the State Grading.
- 2.3. Failure to provide a valid WWCC will result in the member being unable to participate in the training session or grading until the card is obtained and presented.

Confidentiality:

- 3.1. All WWCC information provided by the members will be kept confidential and handled in accordance with privacy laws and regulations.
- 3.2. Access to WWCC information will be restricted to authorized personnel involved in the assessment and compliance processes of BJMA.

Compliance:

- 4.1. It is the responsibility of the member to ensure their WWCC remains valid and up to date.
- 4.2. Members must promptly inform BJMA-Vic if their WWCC expires, is revoked, or becomes invalid for any reason.

Non-compliance:

- 5.1. Failure to comply with this policy may result in the member being ineligible to attempt a grading or attend state training days or other training session and may result in disciplinary action, which may include but is not limited to, suspension or termination of membership.
- 5.2. BJMA reserves the right to report any suspected breaches of this policy to the appropriate authorities.

Review:

This policy will be reviewed on a regular basis to ensure its effectiveness and compliance with relevant laws and regulations. Any updates or amendments to the policy will be communicated to all members in a timely manner.

Approval:

This policy has been approved by the Bob Jones Martial Arts Victoria Leadership Team and is effective from the date specified.

Signature:



Matthew Ball, on behalf of BJMA-Vic and the VLT

Date: 28 August 2024