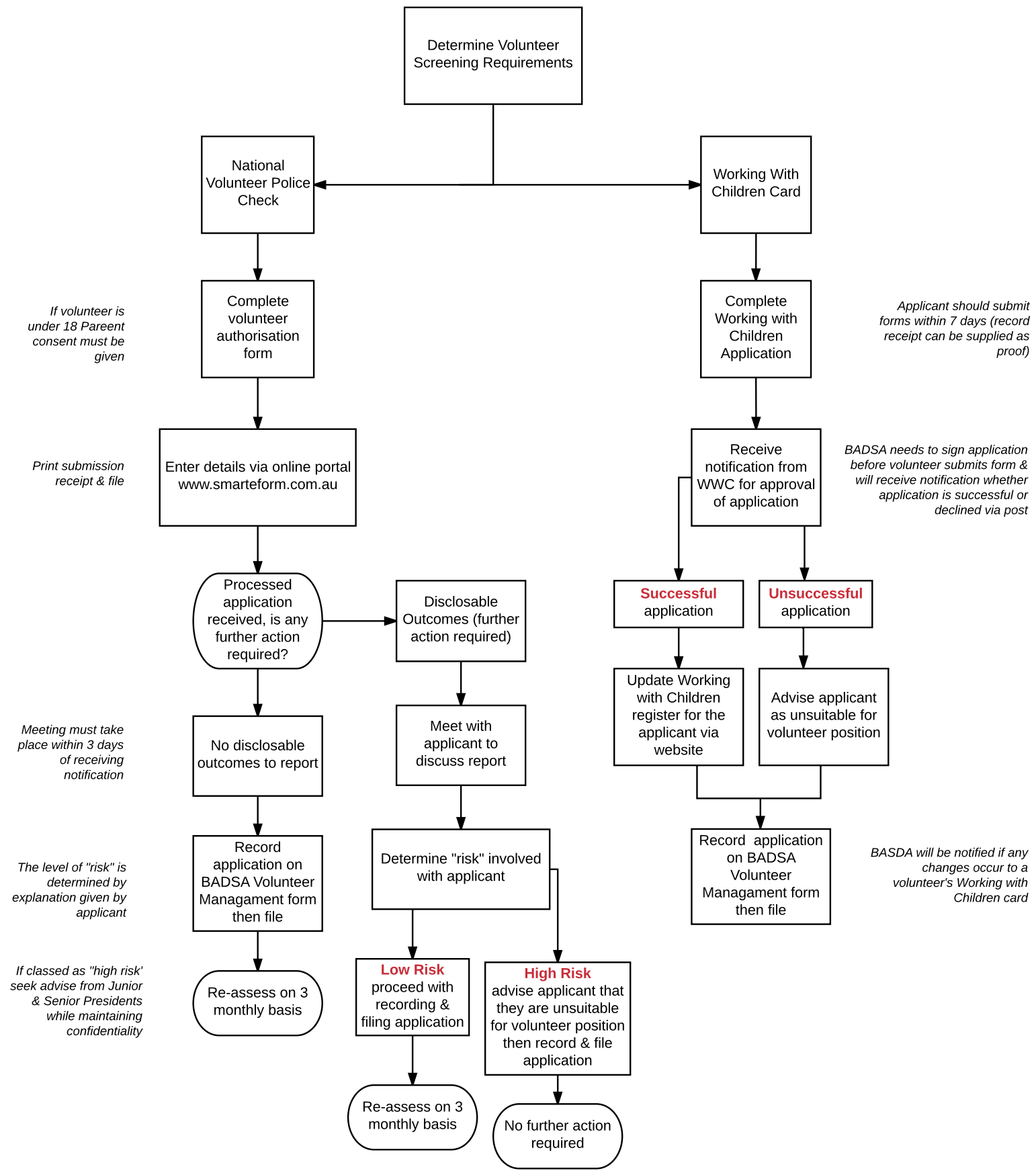


Bunbury & Districts Softball Association Volunteer Screening Procedure



*If volunteer is under 18 Parent consent must be given*

*Applicant should submit forms within 7 days (record receipt can be supplied as proof)*

*Print submission receipt & file*

*BADSA needs to sign application before volunteer submits form & will receive notification whether application is successful or declined via post*

*Meeting must take place within 3 days of receiving notification*

*The level of "risk" is determined by explanation given by applicant*

*BADSA will be notified if any changes occur to a volunteer's Working with Children card*

*If classed as "high risk" seek advise from Junior & Senior Presidents while maintaining confidentiality*

**IMPORTANT NOTES:**

A **National Volunteer Police Check** is only valid up to the date of application. It is not a "live" process, BADSA will **not** be notified on any occurrences that may occur after the application date.

A **Working with Children Card** is a "live" process, BADSA will receive urgent notifications of occurrences that relate to the card holder **provided** their volunteering details are updated to BADSA on the website.