



Child Safety and Wellbeing Procedure: Volunteer Accreditation

Rotary District 9815 Child Safety and Wellbeing Procedure: Volunteer Accreditation

Authorisation

Authorisation: District Governor Name:	[Insert Name]
District Governor Signature	
Date	[Insert Date]
Lead authors	Barry Rogers, Governance Chair — governance@rotary9815.org.au; Ken Mirams, District Youth Protection Officer — child.protection@rotary9815.org.au
Acknowledgement	Adapted from the YLA Committee Procedure CSProcedure 1 — Volunteer Accreditation (Barry Rogers and Rob Cook, 29 April 2026).
Next scheduled review	May 2027

Table of Contents

Right-click and select “Update Field” in Word to populate the table of contents.



Help for non-English speakers

If you need help to understand this Procedure, please contact your local Rotary club, or telephone the Translating and Interpreting Service (TIS National) on 131 450.

1. Purpose

This Procedure is the operational checklist by which Rotary District 9815 and its clubs confirm that every adult working with young people has been screened and is suitable, before that adult starts a role on a program. It gives effect to the screening requirements of the District's Child Safety and Wellbeing policies. Screening is by way of the Victorian Working with Children Check and the approved Rotary Australia documentation referred to in Section 4. Roles, responsibilities, training, complaints, incident response, and records management for Child Safety and Wellbeing across the District sit in District-level policy, and are not duplicated here.

2. Scope

This Procedure sets out how Rotary District 9815 and its clubs accredit the adults who work with young people on their programs. It sits within the framework established by the *Rotary District 9815 Child Safety and Wellbeing Policy 2026* (the *Child Safety and Wellbeing Policy*), and is read together with the *Child Safety and Wellbeing Code of Conduct*, which sets the standards of behaviour this Procedure puts into practice for accreditation.

Accreditation under this Procedure applies to:

- Rotary and Rotaract members and volunteers in any role involving contact with young people.
- District Committee Chairs, leaders, facilitators, and mentors on any program of the District or its clubs.
- On-site Rotarians appointed by a club or by the District to a program in that capacity.
- Guest speakers and visitors, for the duration of any engagement with a program of the District or its clubs where they may interact with a young person — whether in person, by video link, or pre-recorded.
- Official Rotary guests at events, including the District Governor, District Governor Elect, District Governor Nominee, and District Youth Chair, where they take part in a program of the District or its clubs in a role involving contact with young people.

Where another person takes part in a Rotary context not listed above (for example, a contracted driver or a venue staff member), the Club President, District official, or relevant District committee chair who invites them is responsible for ensuring they comply with this Procedure.

3. Important: concerns about a person being screened are handled separately

If accreditation raises an incident, disclosure, allegation, or suspicion of child abuse — including a concern raised by a referee in a Form F9 reference check — the matter is *not* handled under this

Rotary District 9815 Child Safety and Wellbeing Procedure: Volunteer Accreditation

Procedure. It must be reported immediately under the *Child Safety and Wellbeing Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures*.

This applies regardless of who raises the concern — a referee, another Rotary or Rotaract member, the person being screened, or anyone else.

If anyone is in immediate danger, call Victoria Police on 000.

4. Definitions

The following terms are used throughout this Procedure. Where a term has a defined meaning in legislation or in the V3.0 Rotary Club and DIO Handbook 2026, that meaning applies.

Term	Meaning
Young person	A person under 18 years of age.
Program	Any program of Rotary District 9815 or its clubs that involves contact with a young person.
Volunteer	An adult involved in Rotary Youth Programs who has direct interaction — either supervised or unsupervised — with young people in such a Program. (Definition adopted from the Rotary Insurance Handbook.)
Screened adult	A person whose name appears on the current Form F10 register for the program, who holds a current Working with Children Check (WWCC), and whose F8 and F9 forms are on file.
CYPO	Club Youth Protection Officer — the club-level role responsible for child safety and wellbeing in a sponsoring Rotary club, including screening and Form F10 register maintenance for the club's programs.
DYPO	District Youth Protection Officer — the District 9815 role with overall responsibility for child safety and wellbeing at District level, including screening and Form F10 register maintenance for District programs.
Responsible Youth Protection Officer	For a club program, the CYPO. For a District program, the YPO nominated by the District Committee arranging the program, or the DYPO where no committee-nominated YPO is in place.
WWCC	Working with Children Check — the Victorian volunteer check issued under the Worker Screening Act 2020 (Vic). Valid for five years.
Approved Rotary Australia documentation	Forms F8, F9, and F10 below — the screening forms used across Rotary in Australia, published in the V2.0c Club Rotary Handbook Appendices 2026.

Rotary District 9815 Child Safety and Wellbeing Procedure: Volunteer Accreditation

F8	Rotary/Rotaract Youth Volunteer Information and Declaration Form.
F9	Rotary/Rotaract Volunteer Information Reference Check Form.
F10	Register of Youth Workers — the program-level register of screened adults.
F11	Rotary Youth Protection Incident Report Form.
F12	Rotary Abuse Incident Report Form.

5. The Procedure — five steps

The Procedure has five steps. Steps 1 and 2 are completed by each person being accredited. Steps 3 and 4 are completed by the Club Youth Protection Officer (CYPO) for a club program; for a District program (such as RYPEN), the District Committee arranging the program nominates a YPO, or the DYPO undertakes the process. Step 5 is completed by the responsible body — the club board for a club program, the relevant District committee for a District program.

5.1 Step 1 — Every person obtains a current WWCC

Working with Children Check (WWCC). Every person being accredited must hold a current Victorian Volunteer WWCC.

- Apply at <https://www.vic.gov.au/working-with-children-check>
- Apply for a Volunteer Check (free of charge — not the paid Employee Check).
- **Nominate Rotary as the organisation:** Organisation name: Rotary District 9815 | Address: PO Box 215, Rosebud VIC 3939 | Phone: 0418 515 864 | Email: governance@rotary9815.org.au
- On receipt of the WWCC card, send a clear photo or scan of both sides to governance@rotary9815.org.au and copy the responsible Youth Protection Officer (CYPO or DYPO).

5.2 Step 2 — Every person completes Form F8

Form F8 is the Rotary/Rotaract Youth Volunteer Information and Declaration Form. Each person being accredited completes one F8 for the program.

- Complete every section of the form.
- Nominate three referees. No more than one may be a Rotarian or Rotaractor, and none may be a family member.
- Let each referee know that the responsible Youth Protection Officer will be in touch.
- Sign and date the declaration.
- Email the signed F8 to the responsible Youth Protection Officer, copying governance@rotary9815.org.au.

Note. F8 supersedes the older “Form 3”. A person who has previously submitted F8 for a program of the District or its clubs, and whose details and references have not materially changed, does not need to repeat F8 for a later program in the same Rotary year.

Grandfathering existing F3 holders. A person who currently holds the former “F3 — Volunteer Declaration Form” and whose name is on their club’s register of volunteers does not need to complete a

Rotary District 9815 Child Safety and Wellbeing Procedure: Volunteer Accreditation

new F8 until their WWCC is renewed. At that next renewal, the person completes F8 in the normal way and is added to Form F10 under this Procedure.

5.3 Step 3 — CYPO compiles Form F9 for every person

On receipt of a completed F8, the Club Youth Protection Officer (CYPO) contacts each of the three nominated referees by phone or in person, and records the conversation on Form F9 (Rotary/Rotaract Volunteer Information Reference Check Form). Form F9 records:

- how long, and in what capacity, the referee has known the member;
- whether the referee considers the member well qualified to work with young people;
- whether the referee has any reservations about recommending the member; and
- free-text comments the referee wishes to record.

District programs (such as RYPEN). Where a person has submitted an F8 for a District program, the District Committee arranging the program nominates a YPO to undertake Step 3, or the DYPO undertakes it where no committee-nominated YPO is in place.

If any referee raises a concern, the responsible Youth Protection Officer does not approve the member. The matter is escalated to the responsible body — the club board or the relevant District committee chair — and to the DYPO. Where the concern relates to suspected child abuse, harassment, or grooming, Section 3 applies and the matter is handled under the *Child Safety and Wellbeing Responding and Reporting Obligations (including Mandatory Reporting) Policy and Procedures*.

5.4 Step 4 — CYPO prepares Form F10 — Register of Youth Workers

Once Steps 1 to 3 are complete for everyone working on a program, the Club Youth Protection Officer (CYPO) prepares Form F10 (Register of Youth Workers) for that program. For each person, the register records:

- name;
- role in the program (using the role names listed in Section 2);
- F8 verification status (Yes/No);
- WWCC card number;
- WWCC expiry date; and
- F9 reference-check completion date.

The register also names the program and the date the CYPO last updated it.

District programs (such as RYPEN). Where the program is a District program, the District Committee arranging the program nominates a YPO to compile F10 and arrange storage, or the DYPO undertakes the task where no committee-nominated YPO is in place.

5.5 Step 5 — Responsible body receives and notes the register

The CYPO (or, for a District program, the YPO who compiled F10 at Step 4) tables the F10 register at a meeting of the responsible body before the program commences. The responsible body receives and notes the register, with the noting recorded in the minutes. The minute reference is then added to the register.

No person may start in role until the responsible body has noted the register. Where the register is incomplete at the time of the meeting — for example, an F9 reference check has not yet been completed — the responsible body may note the register conditionally, with that person starting only once the outstanding item is complete. Where the gap is not closed before the program commences, the affected person is removed from the program roster.

Rotary District 9815 Child Safety and Wellbeing Procedure: Volunteer Accreditation

A copy of the noted register is sent to governance@rotary9815.org.au for District record retention.

6. Reporting lines for this Procedure

This Procedure operates inside the District's child safety and wellbeing framework. The table below summarises who does what within the Procedure. All other roles and responsibilities for child safety and wellbeing in the District sit at the master Policy level and in the *Child Safety and Wellbeing Responding and Reporting Policy*.

Direction	Detail
Screening evidence (WWCC, F8)	The person being accredited submits their WWCC and signed F8 to the responsible Youth Protection Officer — the CYPO for a club program, or the YPO nominated by the District Committee (or the DYPO) for a District program — copying governance@rotary9815.org.au .
Reference checks (F9)	Compiled by the responsible Youth Protection Officer from the referees nominated on each person's F8.
Register (F10)	Prepared by the responsible Youth Protection Officer and tabled with the responsible body — the club board, or the relevant District committee — for noting.
Acceptance of the register	The responsible body receives and notes the F10 register at a meeting before the program commences. No person may start in role until the register has been noted.
District retention	Signed F8 forms, completed F9 forms, and the noted F10 register are sent to governance@rotary9815.org.au for District record retention.
Concern arising during accreditation (incident, disclosure, allegation, or suspicion of abuse)	Reported by any person within scope under the <i>Child Safety and Wellbeing Responding and Reporting Obligations Policy and Procedures</i> — see Section 3 above.
Routine breach of this Procedure (no harm to a young person)	Reported by any person within scope to the CYPO (club program) or the DYPO (District program). The CYPO or DYPO reports to the responsible body at its next meeting.

7. Forms and tools used by this Procedure

Form / tool	Used at	Source
-------------	---------	--------

Rotary District 9815 Child Safety and Wellbeing Procedure: Volunteer Accreditation

WWCC — Working with Children Check	Step 1 — each person being accredited holds a current Victorian Volunteer WWCC.	<i>Issued by Service Victoria under the Worker Screening Act 2020 (Vic)</i>
Form F8 — Rotary/Rotaract Youth Volunteer Information and Declaration Form	Step 2 — each person being accredited completes one F8 for the program.	<i>V2.0c Club Rotary Handbook Appendices 2026</i>
Form F9 — Rotary/Rotaract Volunteer Information Reference Check Form	Step 3 — completed by the responsible Youth Protection Officer for each person's three referees.	<i>V2.0c Club Rotary Handbook Appendices 2026</i>
Form F10 — Register of Youth Workers	Steps 4 and 5 — prepared by the responsible Youth Protection Officer and noted by the responsible body before the program commences.	<i>V2.0c Club Rotary Handbook Appendices 2026</i>
Form F11 — Rotary Youth Protection Incident Report	Section 3 and Section 6 — used where a concern arising during accreditation does not amount to suspected abuse, and (under the Responding and Reporting Policy) where it does.	<i>V2.0c Club Rotary Handbook Appendices 2026</i>
Form F12 — Rotary Abuse Incident Report	Section 3 — used where a concern arising during accreditation relates to suspected sexual abuse.	<i>V2.0c Club Rotary Handbook Appendices 2026</i>

8. Communication

This Procedure is shared across the District and its clubs by:

- publishing it on the District website;
- including it in induction for club and District personnel who run programs involving young people;
- including it in annual training for Club Youth Protection Officers, run by the District Youth Protection Officer; and
- issuing the at-a-glance volunteer accreditation checklist (Appendix A) at the start of any program of the District or its clubs that involves contact with a young person.

9. Privacy

The District and its clubs collect, use, and disclose information about volunteer accreditation in accordance with privacy laws and other relevant laws. For information on how we handle that information, see our privacy policy at rotary9815.org.au/privacy.

10. Related policies and procedures

This Procedure is read together with our other related documents, including:

Rotary District 9815 Child Safety and Wellbeing Procedure: Volunteer Accreditation

D9815 Policies

Rotary District 9815 Child Safety and Wellbeing Policy 2026 (the *Child Safety and Wellbeing Policy*).

D9815 Child Safety and Wellbeing Risk Register.

Commitment to Diversity, Equity, and Inclusion (rotary.org/dei).

D9815 Privacy Policy (rotary9815.org.au/privacy).

D9815 Codes and Procedures

Child Safety and Wellbeing Code of Conduct.

Child Safety and Wellbeing Procedure: Responding and Reporting.

Child Safety and Wellbeing Procedure: Online Interactions with Young People — the six rules for online contact; relies on this Procedure to establish who is a screened adult.

District 9815 Procedures

District 9815 Procedure: Complaints — sits beside the Child Safety and Wellbeing suite as a general-purpose District procedure.

Plain Language Guides

D9815 Child Safety and Wellbeing Infographic.

D9815 Club Guide.

D9815 Volunteer Accreditation — Plain-Language Guide — the conversational “Welcome” companion to this Procedure, maintained separately.

Rotary International, Zone, and broader governance

Rotary International’s governance documents (my.rotary.org), including the Rotary Code of Policies, Manual of Procedure, and Rotary’s constitutional documents.

V3.0 Rotary Club and DIO Handbook 2026.

V2.0c Club Rotary Handbook Appendices 2026 — Forms F1 to F14.

Rotary International Youth Protection Guide.

11. Approval and review

The District Youth Protection Officer (DYPO), supported by the District Insurance Officer (DIO) and the District Governance Chair, reviews this Procedure annually, or sooner following any material change to the *Child Safety and Wellbeing Policy*, the V3.0 Rotary Club and DIO Handbook, or applicable legislation — in particular, where the screening environment changes (new Victorian or Commonwealth requirements, changes to the WWCC process, or new guidance from Rotary International or Rotary Australia).

Appendix A — Version History

The table below records the full version history of this Procedure. The most recent version is at the bottom of the list; the original version is at the top. The current authorisation block is at the front of this Procedure.

Version	Date	Changes	Authorised
1.0	29 April 2026	First publication as a YLA Committee procedure (CSProcedure 1 — Volunteer Accreditation). Authored by Barry Rogers and Rob Cook for the D9815 Youth Leadership Awards Committee.	B.Rogers, R.Cook
1.1 – 1.2	29 April – 13 May 2026	Drafting iterations within the YLA Committee context. Versioning carried forward; no change of ownership or scope.	B.Rogers
2.0	13 May 2026	Promotion to a District-level procedure. Ownership transferred from the D9815 Youth Leadership Awards Committee to the District. Suite-wide naming reversal: Child Safety → Child Safety and Wellbeing. Scope generalised throughout to “any program of the District or its clubs” — all residual references to the YLA Committee, YLA-YPO, RYLA, and RYPEN removed from the body. Reporting lines generalised to CYPO / DYPO. Definitions trimmed to those needed for the Procedure. Section order aligned with the suite (Purpose → Scope → Important → Definitions → Procedure → Reporting → Forms → Communication → Privacy → Related documents → Approval and review). Cover, header, footer, and filename adopt the suite convention: “260513 CSW Procedure Volunteer Accreditation v2.0.docx”. Plain-language companion (“Welcome” guide) moved out of this Procedure and will be maintained separately.	B.Rogers
2.1	13 May 2026	Scope and screening alignment with Rotary Australia practice. National Police Check removed from the Procedure throughout (Section 1 Purpose, Section 4 Definitions, Step 1 of the Procedure, Section 6 Reporting lines, Section 7 Forms and tools): screening is now via the Victorian WWCC and approved Rotary Australia documentation (Forms F8, F9, F10). Section 1 Purpose rewritten to refer	B.Rogers

Rotary District 9815 Child Safety and Wellbeing Procedure: Volunteer Accreditation

		to “the District’s Child Safety and Wellbeing policies” (plural) and to point readers to Section 4 for definitions. Section 2 Scope: “no exceptions” sentence removed; “Program leaders” bullet replaced with “District Committee Chairs, leaders, facilitators, and mentors”; “Official Rotary guests” bullet narrowed to guests “at events”; second sentence of the Rotary Visitors bullet removed (operational detail now lives in Step 1 only); “inviting Club President, Program Leader” changed to “Club President, District official”. Section 5.3 Step 3 reworded to name the Club Youth Protection Officer (CYPO) as the actor by default, with a District-program carve-out: the District Committee arranging the program nominates a YPO, or the DYPO undertakes the process. Section 5.4 Step 4 carries the same District-program carve-out for F10 compilation and storage. Parent policy filename updated to “260513 CSW Policy Child Safety and Wellbeing v4.1.docx”.	
2.2	13 May 2026	Section 2 Scope reframed (names the categories accredited, rather than asserting universal scope) and Rotary Visitors category removed. Section 10 Related policies: parent policy filename “260513 CSW Policy Child Safety and Wellbeing v4.1.docx” added, matching Section 2. Language pass for plain Australian English; no change of scope or substance.	B.Rogers
2.3	13 May 2026	Section 4 Definitions: “Volunteer” added, using the definition adopted from the Rotary Insurance Handbook — “an adult involved in Rotary Youth Programs who has direct interaction, either supervised or unsupervised, with young people in such a Program”. Placed immediately after “Program” for logical flow.	B.Rogers
2.4	13 May 2026	Form F9 name corrected to its actual title in the V2.0c Club Rotary Handbook Appendices 2026: “Rotary/Rotaract Volunteer Information Reference Check Form” (the word “Information” had been omitted). Updated in Section 4 Definitions, Section 5.3 Step 3, and Section 7 Forms and tools. The plain-language companion guide is updated to match.	B.Rogers

Rotary District 9815 Child Safety and Wellbeing Procedure: Volunteer Accreditation

2.5	13 May 2026	Hyperlinks added to every italicised cross-reference to another suite document, so readers can click straight through to the related Policy, Procedure, Code, or Plain Language Guide. Targets are relative filenames (suite is assumed to sit in a single folder or drive). No change to body content.	B.Rogers
2.6	14 May 2026	Section 10 Related policies and procedures restructured. Three corrections: (1) Responding and Reporting moved from “D9815 Policies” to “D9815 Codes and Procedures” (it is a Procedure, not a Policy), and its short title “Child Safety and Wellbeing Procedure: Responding and Reporting” used in place of the long regulatory title (which lives in the Procedure’s Section 2 Scope). (2) The stale “Complaints Policy.” plain-text entry replaced with the correctly named, hyperlinked “District 9815 Procedure: Complaints”. (3) New “District 9815 Procedures” sub-heading added between “D9815 Codes and Procedures” and “Plain Language Guides”, with the Complaints Procedure under it — reflecting its position beside, rather than inside, the Child Safety and Wellbeing suite.	B.Rogers
2.7	15 May 2026	Front-of-document restructure: the combined Version History and Authorisation table has been split. The Authorisation block now sits at the front of the document (so readers can see who signed off this version immediately). The full Version History is now a back-of-document appendix. No change to substantive content. § symbol replaced with the word “Section” throughout as a stylistic consistency pass (carried out across the suite).	B.Rogers
2.8	15 May 2026	Cross-reference update: hyperlink to the Online Interactions Procedure re-pointed from v1.5 to v1.7 (the live version after the suite-alignment rebuild of 15 May 2026). Filename version stamp bumped to v2.8. No substantive content change.	B.Rogers
2.9	15 May 2026	Suite-wide cross-reference rule change. All hyperlinks pointing at sibling suite documents removed; each cross-reference now appears	B.Rogers

Rotary District 9815 Child Safety and Wellbeing Procedure: Volunteer Accreditation

		as the document title only, plain text with a light-grey placeholder highlight, indicating where a working link will be inserted once the District website hosts the suite. Working external URLs (legislation, Service Victoria, Rotary International learning, rotary.org/dei, rotary9815.org.au/privacy) are unchanged. The body-text parenthetical filename references that previously sat beside each cross-reference have been removed; the Registry of CSW Documents (in preparation) is the canonical record of filenames and versions across the suite.	
--	--	--	--