

KEY INFORMATION: RUSU CLUBS AND UNDER 18s

All RUSU Clubs must be aware of their responsibilities regarding participants under 18 years of age, and of RMIT requirements around child safety. Even if you do not have club members who are under 18, you need to be aware of Child Safety.

If you do have club members or club event participants who are under the age of 18, you can contact the RUSU Clubs department at rusu.clubs@rmit.edu.au for further advice and support **AFTER** reading the key information below.

Under 18s and RUSU Club Membership

RUSU club members and participants must be **over 16 years of age** for insurance purposes.

RUSU clubs may have members between the ages of 16 and 18 years of age if they have the capacity to do this in a ChildSafe and responsible manner. RUSU clubs are encouraged to be as inclusive of students under 18 years of age as possible, and as appropriate to the clubs' activities and mission.

All RUSU Clubs must collect the date of birth of members when they join the club and record this in their membership record.

RUSU clubs must have a **designated executive member** who is responsible for managing the membership records/list of the Club membership (*this is usually the Club Secretary*). The Club must notify RUSU Clubs who the designated person responsible is.

This **designated executive member** must review the Club membership list and highlight any person who is under the age of 18 who has applied to join. Under 18s must be highlighted in the membership list for easy identification.

Any prospective club member who is under 18 **must** be sent a copy of the parental consent form, which must be returned to the Club's **designated executive member**, who will file and record it securely and privately.

Until parental consent forms have been returned the prospective club member is not actually a member and cannot participate in club activities.

The Club's **designated executive member** needs to report to RUSU clubs on the exact number of members under 18 years of age as part of submitting their membership information to RUSU.

Under 18 Participation in Events

Anyone who is under 18 years of age who is participating in a club event (this includes club members and non-members) **must complete a parent/guardian consent form.**

If your event will include people under 18 years of age, you will be required to undertake a risk assessment. You need to talk to RUSU Clubs department about this for information about next steps.

Key Information

Under 18's are not permitted to attend RUSU Club events involving alcohol, or any events designated as 18+ events. All 18+ events **MUST** be advertised as 18+ in the promotional material.

RUSU will refer any camps or overnight events/conferences involving under 18's to RMIT University as these requests will require RMIT University (not RUSU) risk assessment and support if they are allowed to proceed.

Working with Children's Checks for Club Leaders

All RUSU Clubs must have **at least FOUR Executive** members who hold a Volunteer Working With Children Check (WWC). The four Executive members should be the senior club members, and must include the club **President** and **designated executive member**.

Even if your club does not have members who are under 18 years of age, the WWC is still required.

Volunteer WWC Checks are free. They are needed for most volunteering roles at RMIT and they also look good on your CV.

To Apply for a Working with Children Check

Visit: <https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply-1>

The Club President is responsible for ensuring that **at least four Executive members** hold valid volunteer WWCs, and for ensuring that the Club retains a copy of these.

For further information, please contact rusu.clubs@rmit.edu.au