

Circular 105:09:08

To: Club Secretaries Club Presidents

Cc: Club Membership Officers

From: Meg Sparshott – Manager, Club Administration & Development

Date: 4 September 2008

Subject: Working With Children Checks – 2008 Update

Action: Clubs to Implement WWCC in line with LSV Policy AD6-05 V2

As most clubs are now planning their recruitment and registration days for the 2008-2009 Season it is timely to remind clubs of their obligations regarding Working With Children Checks (WWCC).

LSV Policy AD6-05 V2 (copy attached) outlines the requirements and time-lines for the introduction of WWCC within the organisation. Clubs should review this policy and ensure that they are complying with the implementation.

As the WWCC Legislation is now more widely being implemented amongst other sporting clubs, any members who present a WWCC obtained through their membership of another organisation should be reminded that they must complete a WWCC Notification of Change of Personal Details Form (copy attached) to update their Volunteer Organisation Details to include their lifesaving club and/or LSV.

Further information on members' obligations and the relevant forms are available for download from the Department of Justice website at:

<http://www.justice.vic.gov.au/wps/wcm/connect/Working+With+Children/Home/Your+Obligations/Card+Holders/>

For additional detail on this Circular contact: Meg Sparshott – Manager, Club Administration & Development

Email meg.sparshott@lifesavingvictoria.com.au or by phone: (03) 9676 6931

Circulars are also available at www.lifesavingvictoria.com.au

Address: PO Box 353 South Melbourne DC 3205

Member Protection - Working With Children Checks



Purpose

To outline requirements and guidelines for the immediate and ongoing implementation of Working With Children Checks and LSV obligations under the *Working with Children Act 2005* (the Act).

Scope

All personnel, staff, officers and members of Life Saving Victoria

Policy

This policy takes the form of:

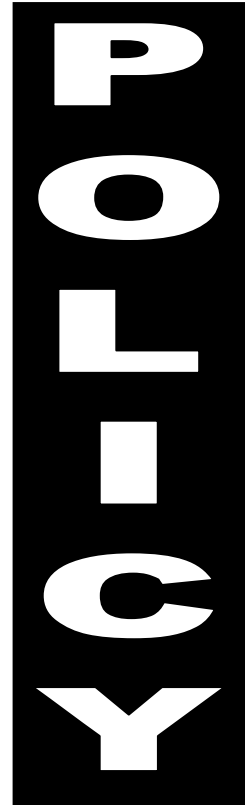
- Definition
- Background
- Life Saving Victoria (LSV) Board-Endorsed Implementation Time Line
- Guidelines for Member's Applications
- Exemptions

This policy should be read in conjunction with the current Surf Life Saving Australia (SLSA) Member Safety and Well Being Policy documents available from:

www.slsa.asn.au under Members > Administration & Resources > SLSA Policies.

Definition

For the purposes of this policy the definition of member/s includes Associate members who are involved with activities within the club for children under the age of 18 years.



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Background

Life Saving Victoria as an employer and volunteer organisation has a responsibility to:

- ensure that the appropriate people have undergone the WWCC by the timeline indicated below
- ensure no employee or volunteer with a negative notice (i.e. have been found unsuitable to work with children from the WWCC) undertakes child related work
- ensure a volunteer check has not been used for employment purposes

There are serious legal ramifications for LSV and the individual if the Act is breached. LSV will be liable for a fine up to \$125,000 for each offence against the Act. Individuals can also receive up to 2 years in prison and/or up to a \$25,000 fine.

Club Responsibilities

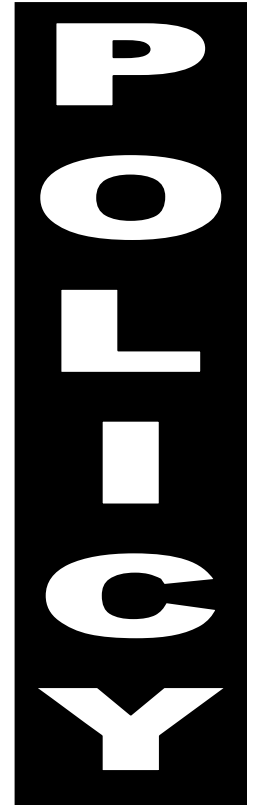
Clubs should ensure that they retain a copy of the member's volunteer application receipt number and, when issued, volunteer WWCC Check card number. Details of the card number and date of issue must be entered into the Surfguard Membership Database under the relevant check boxes in member's details.

Clubs must not allow any member who cannot produce a copy of their application receipt and/or check card to undertake child-related activities until such time as such receipt and/or card are sighted by an authorised club member. Any club found in breach of this policy will be subject to disciplinary action.

Life Saving Victoria Organisational Responsibilities

LSV must ensure that all staff, state officers and directors comply with the requirements of this policy and comply with the Act at all times.

LSV will have access to the Department of Justice WWCC database and will conduct random audit checks to ensure that clubs and their members have complied.



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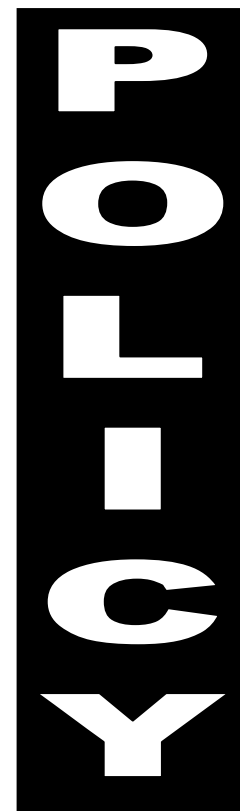
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LSV Board-Endorsed Implementation Time Line

Applications to be lodged by **(date)** for (LSV Personnel):

END OF AUGUST 2006	<i>All Full Time LSV Staff</i>
END OF SEPTEMBER 2006	<i>All Part Time LSV Staff</i>
END OF OCTOBER 2006	<i>All LSV Directors</i>
IMMEDIATE AND ONGOING	<p><i>All LSV members working with children (defined as under 18 years of age) in an overnight situation (camps, club sleepovers, etc) prior to activity being conducted</i></p> <p><i>All LSV staff (both full and part time) to obtain checks as part of employment conditions and induction</i></p>
BY MID-2008	<i>All LSV members working with children (defined as under 18 years of age) in a volunteer capacity (age managers, patrol captains, officials, coaches, chief instructors, training officers and assessors)</i>
BY MID-2009	<i>All active LSV members</i>
BEYOND MID-2009	<i>All LSV members must complete a Working with Children Check prior to confirmation of membership application</i>



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Guidelines

Individual Members

Members are to complete the Working With Children Check Application Form including the following standard LSV Volunteer details:

Details of Child-Related Work

11. List the area(s) ...

Use the following codes:

- 1 0** (overnight camps)
- 4 2** (Clubs & Associations)

Details of Organisation/s

12. Which organisation(s) ...

Name of primary Organisation: ***Insert details for Life Saving Victoria***

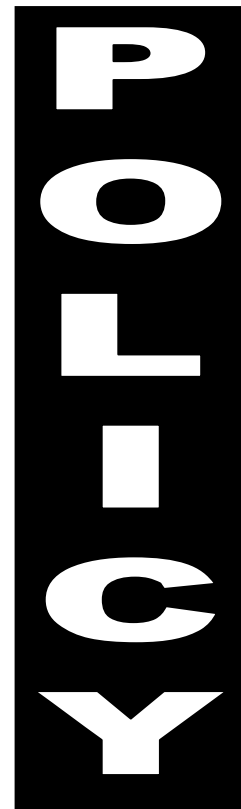
**LIFE SAVING VICTORIA
200 THE BOULEVARD
PORT MELBOURNE VIC 3207
9676 6900**

Name of other Organisation: ***Insert details for your club, eg***

**BEACHSIDE LIFE SAVING CLUB
123 BEACH STREET
BEACHSIDE VIC 3999
3999 3939**

Exemptions

The Working With Children Check (WWCC) must be obtained by all members over 18 years of age with no exemptions under this policy. This includes members whose professions require a police check for employment purposes including teachers and police officers.

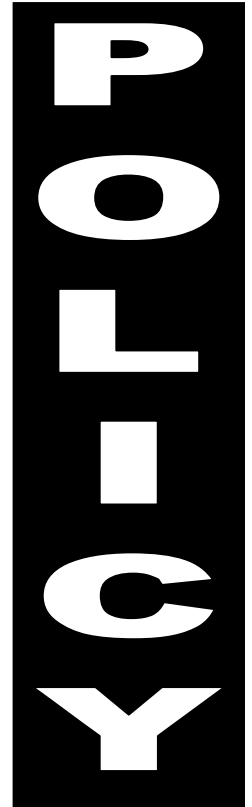


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The WWCC differs from a standard police check as the system is able to monitor and provide current updates to clubs and LSV if any new or pending charges are laid against LSV members. All members obtaining the WWCC will ensure not only consistency among all members but provide additional determent to inappropriate persons certifying LSV commitment to the safety and wellbeing of all its members.



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Working with Children Check Notification of Change of Personal Details Form



To advise of your change of personal details please complete this notification form and post it to:

Working with Children Check Unit
GPO Box 1915
MELBOURNE VIC 3001

The information you provide on this form will be used to update your record.

If you have changed your name or need a replacement card please use the **Replacement Card Application Form** which is available for printing from the Working with Children (WWC) Check web site at www.justice.vic.gov.au/workingwithchildren or by contacting the WWC Check Information Line on 1300 652 879.

Privacy Statement

The Department of Justice is bound by Victorian privacy laws (*Information Privacy Act 2000 and Health Records Act 2001*). The personal information you provide will be used to update your record and to monitor your continuing suitability to work with children. This information may also be disclosed to other agencies, including police services in Australia and the Victorian Institute of Teaching, as provided for in the *Working with Children Act 2005*. If you do not provide all relevant personal details, we may not be able to process your request. For further information about accessing your personal information or our full privacy statement please refer to the website at www.justice.vic.gov.au/workingwithchildren or contact the Information Line on 1300 652 879.

Reason for Notification

I would like to (cross all that apply)

- Update my address Complete Section 1,2 and 5
- Update my contact phone numbers Complete Section 1,3 and 5
- Update my employer or organisation details Complete Section 1,4 and 5

Please print in black pen within the boxes in block letters.

Section 1 Your Details

Title (eg. Mr, Ms, Mrs, Miss, Dr)	Family Name (Surname)
<input type="text"/>	<input type="text"/>
First Name and Middle Name/s	
<input type="text"/>	
Gender: <input checked="" type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Date of Birth: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Current Card/Application Receipt Number	<input type="text"/>

Section 2 Current Address

Residential Address			
<input type="text"/>			
Suburb/Locality		State	Postcode
<input type="text"/>		<input type="text"/>	<input type="text"/>
Postal Address (if different to above)			
<input type="text"/>			
Suburb/Locality		State	Postcode
<input type="text"/>		<input type="text"/>	<input type="text"/>

Section 3 Current Contact Phone Numbers

Home Contact Phone Number	Mobile Contact Number
<input type="text"/>	<input type="text"/>
Work Contact Phone Number	
<input type="text"/>	

Section 4 Current Employer/Volunteer Organisation Details

Please list **all** organisations with whom you are currently undertaking child-related work. This will update your record and any previous organisations you have listed will be deleted.

Name of Other Organisation

Street Address

Suburb/Locality State Postcode

Employer/Volunteer Organisation HR Manager Contact Phone Number

Name of Other Organisation

Street Address

Suburb/Locality State Postcode

Employer/Volunteer Organisation HR Manager Contact Phone Number

Name of Other Organisation

Street Address

Suburb/Locality State Postcode

Employer/Volunteer Organisation HR Manager Contact Phone Number

If updating your employer details above, please advise below all of the types of child related work in which you currently work or volunteer or intend to work or volunteer and your status ie. volunteer or employee (self-employed) (the Table of Child-Related Work Areas is available at the Working with Children Check Website www.justice.vic.gov.au/workingwithchildren).

Code Number	Volunteer	Employee	Code Number	Volunteer	Employee
<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Section 5 Declaration

I declare that the information I have provided on this form is true and correct.

Your signature



Date

It is a criminal offence under section 39 of the *Working with Children Act 2005* to provide false or misleading information in relation to an application for a Working with Children Check.

OFFICE USE ONLY

Date received

Incomplete - date returned

Date entered

Entered by