

## Circular 161:12:08

**To:** Club Presidents                      Club Secretaries  
Member Registrars

**Cc:**

**From:** Meg Sparshott, Manager – Club Administration & Development

**Date:** 30 December 2008

**Subject:** Working With Children Checks – Use of Updated Forms

**Action:** Ensure Members complete New Forms with Updated Codes

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Following the release of updated Working With Children Check (WWCC) application forms, the current Life Saving Victoria policy has been amended to reflect changes to the Occupational Fields codes (Code 42 – Clubs & Associations prior to 1 January 2009 replaced with Code 70 – Clubs & Associations from 1 January 2009 onwards).

Clubs should ensure that any new applications for WWCCs are made using the new forms and the correct codes are used.

A copy of the updated LSV Policy AD6-05 Member Protection - Working With Children Checks is attached for your information.

**For additional detail on this Circular contact: Meg Sparshott, Manager – Club Administration & Development**  
Email or by phone: [meg.sparshott@lifesavingvictoria.com.au](mailto:meg.sparshott@lifesavingvictoria.com.au) or 9676 6931 / 0438 000 873  
Circulars are also available at [www.lifesavingvictoria.com.au](http://www.lifesavingvictoria.com.au)

Address: PO Box 353 South Melbourne DC 3205

# Member Protection - Working With Children Checks

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## 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:

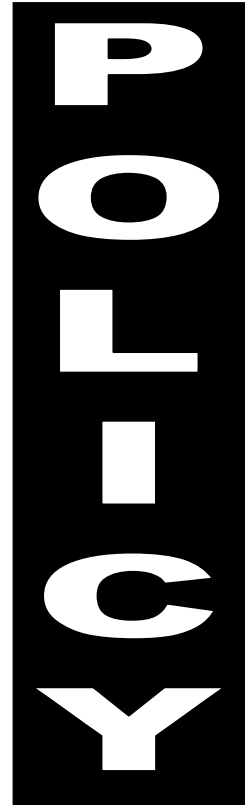
- Definition
- Background
- Life Saving Victoria (LSV) Board-Endorsed Implementation Time Line
- Guidelines for Member's Applications
- Exemptions

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](http://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**

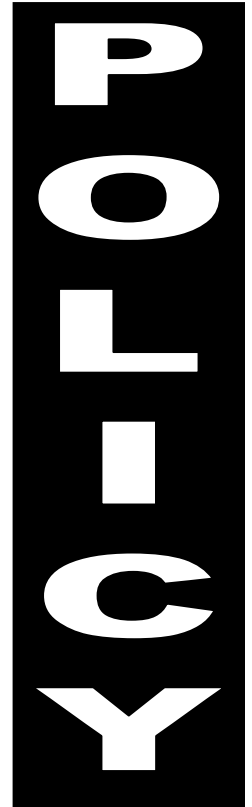
Clubs should ensure that they retain a copy of the member's volunteer application receipt number and, when issued, volunteer WWCC Check card number. Details of the card number and date of issue must be entered into the Surfguard Membership Database under the relevant check boxes in member's details.

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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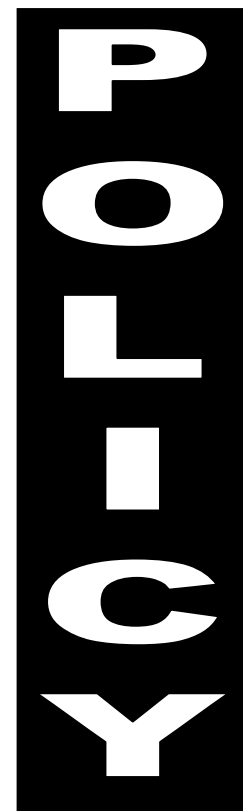
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LSV Board-Endorsed Implementation Time Line

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

<b>END OF AUGUST 2006</b>	<i>All Full Time LSV Staff</i>
<b>END OF SEPTEMBER 2006</b>	<i>All Part Time LSV Staff</i>
<b>END OF OCTOBER 2006</b>	<i>All LSV Directors</i>
<b>IMMEDIATE AND ONGOING</b>	<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>
<b>BY MID-2008</b>	<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>
<b>BY MID-2009</b>	<i>All active LSV members</i>
<b>BEYOND MID-2009</b>	<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)
- 70** (Clubs & Associations)

#### **Details of Organisation/s**

12. Which organisation(s) ...

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

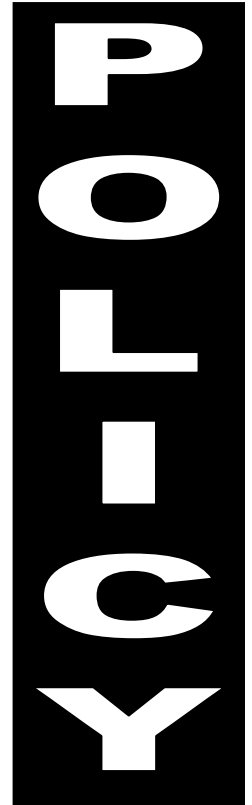
**LIFE SAVING VICTORIA  
200 THE BOULEVARD  
PORT MELBOURNE VIC 3207  
9676 6900**

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.

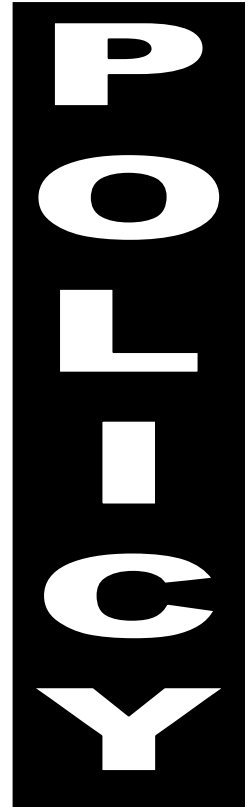


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The WWCC differs from a standard police check as the system is able to monitor and provide current updates to clubs and LSV if any new or pending charges are laid against LSV members. All members obtaining the WWCC will ensure not only consistency 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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