

Functional Area:	Human Resources	Version:	3.0	Issue Date:	26/07/2017
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1 Purpose

The purpose of this document is to provide an outline of requirements and guidelines for the immediate and ongoing implementation of Working with Children (WWC) Check and LSV obligations under the *Working with Children Act 2005* (the Act)

2 Scope

This policy applies to all LSV paid staff, contractors, licensees, officers, volunteer members, service members and associates of Life Saving Victoria

3 Definitions

Term	Definition
Club	A club who has applied for annual affiliation with Life Saving Victoria
Children and Young People	A person who is under 18 years of age
Child-related work	Child related work is contact with a child that is “direct” and part of the person’s duties
Direct	Direct contact includes oral, written or electronic communications as well as face to face
Member	A member is any person who is a current member of an affiliated Life Saving Club and has a current individual membership record on a Life Saving Club’s membership database (SurfGuard).
Any “other Member”	Any “other member” is any person, other than a member, who uses clubs facilities for the purpose of sport and/or recreation with the permission of the club and/or a Member (including parents of children engaged in the nipper program).
Staff	Staff is any person employed in either a full time, part time, casual or licensee and/or contract capacity by LSV or an affiliated club

4 Types of Working with Children Checks

Volunteer Members and Other Member; required to obtain a Volunteer WWC Check registered to Life Saving Victoria and their local Life Saving Club

Staff; are required to obtain an Employee WWC Check registered to Life Saving Victoria and their local Life Saving Club if relevant. Where the staff member is a Contractor and/or Licensee they should register Life Saving Victoria (and Club if relevant) as the registered organisation and will be required to provide evidence of the current WWC Check and registered organisations.

Staff with Volunteer Membership; who currently hold a Volunteer WWC Check, are required to obtain an employee WWC Check registered to Life Saving Victoria and their Life Saving Clubs.

5 Roles and Responsibility

Responsibly for this policy/procedures is Membership and Leadership Development Council, in conjunction with CEO.

6 Policy Statement

Life Saving Victoria is committed to the Safeguarding of Children and Young People (SCYP) and acknowledges a safeguarding organisation doesn't just happen; it requires conscious action to protect children from harm.

It is imperative that we provide a safe and supportive environment for children and young people, that focus' on fun, education and building the confidence of our people through positive learning and development.

Life Saving Victoria is a unique organisation that has multiple purposes including community service, sporting, education and leadership opportunities and programs. Each of these individual aspects inter-relate with each other and involve the participation of children and young people across a broad spectrum of activities. It is due to the multifaceted nature of Life Saving Victoria, that members 18 years of age and over, that this policy must be broadly applied.

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

- ensure no employee or volunteer with a Negative Notice (ie. have been found unsuitable to work with children from the WWC Check) and/or Interim Negative Notices (as defined under the Act), undertakes child related work
- Employees and volunteers have the appropriate WWC Check according to the work undertaken

6.1 Requirements

Any person 18 years and over, in a voluntary or salaried position, who works with person's under 18 years of age in any capacity is required to have a valid Working with Children Check registered to Life Saving Victoria and their Life Saving Club. The Department of Justice WWC Check website defines Child related work as contact with a child that is "direct" **and** part of the person's duties. Direct contact includes oral, written or electronic communications as well as face to face". (viewed 11 July 2017, www.workingwithchildren.vic.gov.au)

This includes all patrolling members, all members involved in any aspect of nipper programs (qualified or unqualified), Officials, Team Managers, Assistants, Trainers/Instructors and all training and leadership camps (lifesaving and competition).

6.2 WWC Check Application Process

Life Saving Victoria appreciates each club is unique and the implementation of this policy will reflect the individual requirements of each club. Where any person is likely to engage in 'child related work', that person is required to have a valid WWC Check:

1. All relevant members within the definition of this policy must hold a current WWC Check (also refer to WWC Check Guidance Note),
2. LSV and the club (if relevant) must be listed as organisations,
3. Prior to commencement of child related activities with the club, the club must have received a valid assessment notice from DOJ,
4. Where any "other member" is using club facilities that the club ensures that every child under the definition of this policy is under appropriate supervision of a member with a current WWC Check.(See 7.4)

For more detail please refer to LSV Working with Children Check Frequently Asked Question

6.2.1 Responsibilities

Term	Definition
Life Saving Clubs	<p>Life Saving Clubs must retain a copy of each member's and/or staff's valid assessment notice and file it appropriately. The details must also be recorded against the members membership record (SurfGuard).</p> <p>The Working with Children Check/Verification Date, Working with Children Check Expiry Date, Working with Children Registration No. must be entered into the SurfGuard membership database once the club has the required documentation.</p>
LSV Staff	<p>LSV must retain a copy of each staff's valid assessment notice and file it within the Staff Members employee file. The details must also be recorded against the staff's record (Employee Database).</p> <p>LSV must sight and retain a copy on record of all contractors and licensee delivering services whereby they engage in "Child-related work" on behalf of or in conjunction with Life Saving Victoria.</p>
LSV Members	Must retain a copy of their valid assessment notice and file it appropriately.

Life Saving Victoria will carry out documented periodic audits of all records to ensure compliance of this policy.

6.2.2 Exemptions

Clarification regarding persons exempted under the Act – Police Officers and VIT registered teachers;

The *Working with Children Act 2005* provides for exemptions to Police Officers and VIT registered teachers. Life Saving Victoria requires these people to have a WWC Check – despite their exemption under the Act.

The reason being that if a VIT registered teacher or a Police Officer who is a member or staff of LSV or of an associated Life Saving Club commits an offence, Life Saving Victoria needs to be notified.

If Life Saving Victoria is not listed as the staff or volunteers' employer or relevant organisation, the Department of Justice and Department of Education would be informed but Life Saving Victoria and the Club would not.

As a result, a teacher or police officer who is a member of a Club could have committed an offence and still be interacting with children. For this reason, Life Saving Victoria requires all members over the age of 18 to have a valid WWC Check specific to Life Saving Victoria and their associated Life Saving Club.

6.2.3 New Members to Clubs

In order to facilitate Nipper registration during peak periods, Clubs may choose to provide provisional membership once they receive a copy of the receipt and application summary.

However, this person is not an Active member, they must not hold a formal position, assist with or have direct contact with children's programs/services/events until the DoJ Assessment notice is received. They may use club facilities under supervision.

6.2.4 Interim Negative Notice and Negative Notice Obligations

In the event a staff or volunteer member is issued with an Interim Negative Notice or Negative Notice, the DoJ will issue a copy of the Notice to the organisation/s.

LSV and Clubs where applicable have a dual responsibility to advise each other upon receipt of an Interim Negative Notice and/or Negative Notice.

Upon issuance of an Interim Negative Notice, the Organisation/s must ensure that the person is immediately suspended and membership record immediately updated to reflect this status, pending the DoJ review process and referred to the Member Protection Coordinator and/or Human Resource Manager.

In accordance with this policy, whereby a Negative Notice is issued and subsequent suspension of WWC Check Card, the person’s membership and/or employment must be immediately suspended by the organisation referred to the Member Protection Coordinator and/or LSV Human Resource area for action, which may result in termination.

LSV and Clubs where applicable have a dual responsibility to advise each other upon receipt of an Interim Negative Notice and/or Negative Notice and the person’s membership record immediately updated to reflect this status.

6.2.5 Guidelines for lodging Application

Individual Members: members are to complete the Working with Children Check Application Form as follows:

Term	Definition
<p>Q. 11. List the area(s)</p>	<p>Use the following code/s and mark Volunteer:</p> <p>42 (Clubs & Associations) – all applications</p> <p>28 (Coaching and Tuition) - if applicable</p> <p>10 (Overnight Camps) – if applicable</p> <p>52 (Educational Institutions other institutions providing children’s study or training programs) - if applicable</p>
<p>Q. 12. Which organisation(s)</p>	<p>Name of primary organisation: <i>Insert details for Life Saving Victoria:</i></p> <p>LIFE SAVING VICTORIA</p> <p>200 THE BOULEVARD</p> <p>PORT MELBOURNE VIC 3207</p> <p>03 9676 6900</p> <p>Name of other organisation: <i>Insert details for your club:</i></p> <p>Please contact your club to obtain the appropriate contact information.</p>

Please contact your club to obtain the appropriate contact information (where applicable)

Individual Employees: members are to complete the Working with Children Check Application Form as follows:

Term	Definition
Q. 11. List the area(s)	<p>Use the following code/s and mark Employee:</p> <p>42 (Clubs & Associations) – all applications 28 (Coaching and Tuition) - if applicable 10 (Overnight Camps) – if applicable 52 (Educational Institutions other institutions providing children’s study or training programs) - if applicable</p>
Q. 12. Which organisation(s)	<p>Name of primary organisation: <i>Insert details for Life Saving Victoria:</i></p> <p>LIFE SAVING VICTORIA 200 THE BOULEVARD PORT MELBOURNE VIC 3207 03 9676 6900</p> <p>Name of other organisation: <i>Insert details for your club:</i> Please contact your club to obtain the appropriate contact information.</p>

7 Associated Documents

Document Title	Document Number and Version
LSV Commitment Statement	Version 1 December 2016
SLSA Policy Statement – Member Protection Policy – Policy Number 6.5 dated October 2016.	SLSA 6.5
LSV Working with Children Check Guidance Note	Version 3 July 2017
LSV Working with Children Check Frequently Asked Questions	Version 3 July 2017
<i>Working with Children Act 2005 (the Act)</i>	N/A

8 Review

The review period of this document annually

9 Document Governance

Date Created	13/07/2017	Date Approved	25/07/2017	Date Reviewed	25/07/2018
Created By	M-MLD	Approved By	CEO	Reviewed By	GM-LDC