



Working With Children (WWC) Check Policy

Policy No: LSV-015-PP	Issue Date: December 2014	Version: 1.2
Policy Title: Member Protection - Working with Children Checks		

1.0 Purpose

To outline 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).

2.0 Scope

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

3.0 Policy

This policy takes the form of:

- **Requirements**
- **Definition**
- **Background**
- **Guidelines for Policy Application**

3.1 Related Material

This policy should be read in conjunction with:

SLSA Policy Statement – Member Protection Policy – Policy Number 6.5 dated November 2012.

Working with Children Act 2005 (the Act)

4.0 Requirement

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 the requirement as "Contact that is not incidental to but normally part of providing a service or activity for children" (viewed 1 December 2013, www.workingwithchildren.vic.gov.au)

This includes all patrolling members, all members involved in any aspect of nipper programs (qualified or unqualified) and all training and leadership camps (lifesaving and competition).

5.0 Definitions

Club: A club who has applied for annual affiliation with Life Saving Victoria.

Child/ren: A person who is under 18 years of age.

'Child-related work': being where contact with children is direct, unsupervised and part of a person's duties.

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 register (i.e. SurfGuard).



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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.

Types of working with children check;

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

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

Staff with Volunteer Membership; are required to obtain both an Employee and Volunteer WWC Check registered to Life Saving Victoria and their Life Saving Club.

6.0 Background

Life Saving Victoria is committed to the health, safety and wellbeing of all its members and is dedicated to providing a best practise approach to ensure a safe environment for those participating in lifesaving activities.

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. It is due to the multifaceted nature of Life Saving Victoria, that members 18 years of age and over interact with children across a broad spectrum of activities, 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

7.0 Policy Application

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,
2. LSV and/or the club must be listed as organisations,
3. Prior to commencement of 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.



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7.1 Responsibilities

Lifesaving Clubs

Lifesaving 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).

The Member Protection Form (tick box), Member Protection Date, Member Protection Expiry Date, Member Protection Registration Number and Member Protection Registration Date must be entered into the SurfGuard membership database once the club has the required documentation.

Life Saving Victoria

Staff: Life Saving Victoria 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),

Life Saving Victoria 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.

Members: must retain a copy of each member's and/or staff's 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.

7.2 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.

7.3 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 Department of Justice (DoJ) will issue a copy of the Notice to the organisation/s.

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



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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 Human Resource Manager 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.

7.4 Application Guidelines

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

Q. 11. List the area(s) ...

Use the following code/s and mark Volunteer:

42 (Clubs & Associations) – all applications

28 (Coaching and Tuition) - if applicable

10 (Overnight Camps) – if applicable

Q. 12. Which organisation(s) ...

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

LIFE SAVING VICTORIA

200 THE BOULEVARD

PORT MELBOURNE VIC 3207

03 9676 6900

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

Please contact your club to obtain the appropriate contact information.

Individual Staff : staff are to complete the Working with Children Check Application Form as follows:

Q. 11. List the area(s) ...

Use the following code/s and mark Employee:

10 (Camps) - if applicable

42 (Clubs & Associations) – if applicable

28 (Coaching and Tuition) – if applicable

52 (Educational Institutions other institutions providing children's study or training programs) - if applicable



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Q. 12. Which organisation(s) ...

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

LIFE SAVING VICTORIA

200 THE BOULEVARD

PORT MELBOURNE VIC 3207

03 9676 6900

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

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

8.0 Policy Governance

Approved for release by:	Designation	Review Date
CEO	Membership and Leadership Development Council Human Resources	December 2015