

## Working with Children Check Frequently Asked Questions: (FAQ)

### What does a Working with Children Check (WWC Check) include?

The Working with Children Act 2005 (Vic) includes a compulsory Working with Children Check for all employees and volunteers who work in connection with twenty (20) occupational areas and who have regular, direct and not directly (indirect) supervised contact with children. This check has implications for all areas of Life Saving Victoria as many of our activities involve young members (U18) including:

- Patrols
- Competition
- Coaching
- Instructing
- Assessing
- Day-to-day club activities and operations

### How do I obtain a WWCC card?

#### **Online Application Forms:**

Members can now complete WWC Check Application form online before lodging with Australia Post

#### **Steps 1:**

- Submit your details online
- Go to the WWC Check website <http://www.workingwithchildren.vic.gov.au/>
- Fill out the form online
- Print out the Application Summary and Receipt with all the details you entered

#### **Step 2:**

- Lodge your documents at Australia Post
- Go to a participating Australia Post outlet to lodge your application, taking with you: The Application Summary and Receipt, relevant proof of identity documents, a passport size photo and if you are applying for an Employee card the application fee.

### How can I check the progress of my application?

You can use the Check Status Online Enquiry to check the progress of your application. You will need your Application Receipt number to do this.

Applicants and employers are encouraged to check the status of an application online at <https://online.justice.vic.gov.au/wwccu/checkstatus.doj>

### What happens if I don't receive my Working with Children Check card within 60 days?

If you do not receive your WWC Check Card within sixty (60) days you will be unable to continue your child related work. If an extension notice has been issued and your club has been notified you will be able to resume. This notice will specify how long the extension is valid.



### What happens if my application is denied?

The WWC Check looks for criminal activity relevant to the physical and sexual safety of children under 18 years of age. If a member has their application denied, they are issued with a Negative Notice by the Victorian Department of Justice. The member (applicant) and Life Saving Victoria's Member Protection Coordinator and Human Resource Manager will be informed. It is important to understand that Life Saving Victoria maintains strict adherence to privacy legislation which regulates such personal information being broadcast to a wider audience. If a member does have their application denied, they cannot be a member of Life Saving Victoria.

### 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.

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.

The WWC Check looks for criminal activity relevant to the physical and sexual safety of children under 18 years of age. If a member has their application denied, they are issued with a Negative Notice by the Victorian Department of Justice. The member (applicant) and Life Saving Victoria's CEO will be informed. It is important to understand that Life Saving Victoria maintains strict adherence to privacy legislation which regulates such personal information being broadcast to a wider audience. If a member does have their application denied, they cannot be a member of Life Saving Victoria.

### What do I do once I receive the card?

When you receive your WWC Check Card please notify your club so they can record the appropriate details under Member Protection in SurfGuard.



### How to record a WWC Check Card and Assessment Notice in SurfGuard:

#### **Member Protection Form**

This box may be ticked once the club has received the WWC Check assessment notice or sighted an application receipt from Australia Post.

#### **Member Protection Date**

This date can be calculated by subtracting five (5) years from the expiry date as listed on the WWC Check card or assessment notice.

#### **Member Protection Expiry Date**

This is the expiry date listed on the top right hand corner of the WWC Check card or as displayed on the assessment notice.

#### **Member Protection Registration Date (only applicable for application receipt from Australia Post)**

This is the date listed on the receipt from Australia Post. If you receive the assessment notice first then the 'note issue date' listed on the assessment notice should be used.

#### **Member Protection Registration Expiry Date (only applicable for application receipt from Australia Post)**

This date can be calculated by adding sixty (60) days to the date of application (in Victoria a Working with Children Check application is valid for a maximum of sixty (60) days)

#### **Member Protection Registration Number**

This is the ten (10) digit number that is listed in bold on the assessment notice

### What are the difference between an 'employee' WWC Check and a 'volunteer' WWC Check?

Employees and volunteers have the same obligations in regard to the WWC Check. In recognition of the fact that volunteers do not work for profit or gain, there is no fee for a 'volunteer' WWC Check application or replacement card. If you move from a volunteer position to undertaking 'child-related work' for profit or gain, you will need to apply for an 'employee' WWC Check in order to avoid penalties.

### Moving from volunteer to paid work

If you are a volunteer who holds a current assessment notice, you can only use your 'volunteer' WWCC card for volunteer work. If you intend to undertake 'child-related work' for profit or gain, you will need to re-apply for an 'employee' assessment notice and WWC Check card. If you do not comply with the above obligations, you may be subject to criminal penalties.

### How do I add an organisation to my existing Working with Children Check?

You can update your personal details online by creating an account here <https://online.justice.vic.gov.au/wwccu/login.doj?next=chgdet> or by calling the WWC Check Information Line on 1300 652 879.

You must list ALL organisations with who you are currently undertaking child-related work. This will update your record and any previous organisations you have listed will be deleted.



### How do I change my personal details?

The Department of Justice website now provides an Online Change of Details service, which enables applicants and card holders to notify the Working with Children Check Unit of changes to their personal details.

Upon registering for the Working with Children (WWC) Check Online service (<https://online.justice.vic.gov.au/wwccu/>) you will be given a User ID. The password will be sent to you via SMS or post. To ensure you receive your password you must have previously provided:

- a) Your current mobile phone number, or
- b) Your current postal address if you have not provided us with any mobile phone number.

If you do not meet these conditions, then you can update your contact details by ringing the WWC Check Information Line on 1300 652 879 (8:30am to 5:00pm Monday to Friday) or print out and complete the Change of Personal Details Form (as listed above) and return it by mail to the WWC Check Unit.

### Why do I need to renew my Working with Children Check?

Your WWCC check is valid for five (5) years, unless a relevant change in circumstances results in a negative notice being issued before the expiry date. You may submit a renewal application form up to eight (8) weeks before the expiry date clearly marked on the front and back of your WWC Check card. It is an offence to continue to undertake 'child-related work' if you do not hold a valid assessment notice. There is a limited grace period during which you can continue to work without a current WWC Check. For more information please contact the Information Line on 1300 652 879 (8:30am to 5:00pm Monday to Friday).

### How do I renew my Working with Children Check?

A renewal application form will be posted to you approximately eight weeks before your WWC Check expires. This form will be pre-populated to include your type of card and contact and work details you have previously supplied.

If the information is correct, take your application and your current WWC Check Card to a participating Australia Post Outlet to lodge your renewal.

### How do I renew if my details are incorrect or my renewal form contains out of date information?

You should not lodge your renewal application until your details have been updated as it is an offence to provide false information. You can change/update your contact or work details online at: <https://online.justice.vic.gov.au/wwccu/login.doj>, or by calling the Information Line on 1300 652 879 (8:30am to 5:00pm Monday to Friday).

### 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: Staffs 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. : Details of Organisation/s

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)

Further information:

Please direct any WWC Check related enquiries to the Lifesaving Operations department on 03 9676 6930 or email [lifesavingoperations@lsv.com.au](mailto:lifesavingoperations@lsv.com.au).

Additional Frequently Asked Questions documents are available on the Department of Justice website <http://www.justice.vic.gov.au/workingwithchildren/home/resources/faqs/>

