



Child Protection

Working With Children Check (WWCC)

The Working With Children Act 2005 (Vic) includes a compulsory Working With Children Check (WWCC) for all volunteers who have contact with children under the age of 18 years of age. Because of the nature of our Club facilities, Anglesea SLSC require ALL members over the age of 18 (despite contact with children under 18) to hold a current WWCC.

We MUST have evidence that Life Saving Victoria (LSV) and Anglesea SLSC (ASLSC) are registered organisations on your current WWCC for all members who are 18 years and over.

This includes Police Officers and VIT registered teachers – NO EXEMPTIONS apply – as there is no association between your profession and our organisation. If you breach any laws relevant to the WWCC, LSV and ASLSC will have no way of being informed of such charges. The WWCC creates that vital link to ensure any alleged breaches (despite employment) can be picked up by the Department of Justice, who informs us if deemed appropriate.

WWCC Evidence

Sighting of the WWCC card is insufficient as it does not provide evidence of the organisations registered on it. The following are the two forms of temporary evidence (valid for three months) that will suffice prior to us receiving your Assessment Notice from the Department of Justice:

1. A copy of your MyCheck home screen (from the WWCC website) showing your name, WWCC Card number, expiry date and list of organisations.
2. A copy of your Application Summary (when you apply for a new WWCC) showing your name and date AND the Post Office receipt. There is no charge for Volunteer WWCCs.

Your Obligations

As the cardholder, you are required to carry the card at all times whilst attending the ASLSC Clubhouse or any ASLSC/LSV events and to advise ASLSC of any changed circumstances which may affect your eligibility for the card. Any breaches of this legislation will attract disciplinary action involving significant fines.

A WWCC is valid for five years. Cardholders will be notified by the Department of Justice by SMS, letter or email 28 days before their WWCC is due to expire. You must keep your contact details up to date so that you receive this important reminder. We will also notify you about two weeks before your WWCC is due to expire.

How to apply for a Working With Children Check (WWCC)

Members can complete a WWCC Application form online before lodging with Australia Post.

Step 1:

- Go to the Working With Children website <http://www.workingwithchildren.vic.gov.au/> and complete the online form
- Print out the Application Summary and Receipt with all the details you entered

Step 2:

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 sized photo

Step 3:

Provide the Club office with a copy of your receipt and Application Summary (we will enter the details into SurfGuard).

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 can check the status of their application online at <http://online.justice.vic.gov.au/wwccu/checkstatus.doj>

Adding an Organisation to your Existing WWCC

- You can update your personal details online (www.workingwithchildren.vic.gov.au) by creating a 'MyCheck' account on the Working With Children website
- You must list ALL organisations with whom you require a WWCC.
 1. Logon (or register if you haven't done so already).
 2. Click on 'Change My Details' on the MyCheck menu.
 3. Click on the 'add an organisation' button (you may need to scroll down), complete organisation fields with data from one of the boxes below and then click 'update'. Repeat for the second organisation.

Life Saving Victoria PO Box 353, South Melbourne, VIC, 3205 PH: 03 9676 6930	Anglesea SLSC PO Box 87, Anglesea, VIC, 3230 PH: 03 5263 1107
---	--

4. Ensure you have Occupational Field 42 (Clubs, Associations or movements or a cultural, recreational or sporting nature), if not:
Click the 'add an occupational field' button, select code '42' and then click 'update'.
5. Tick the box to 'declare that the information provided is true and correct'.
6. Click 'submit'.

Alternatively, contact their Customer Support Line (1300 652 879) weekdays from 8.30am – 5pm except public holidays.

Renewing a WWCC

Your WWCC 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 which is clearly marked on the front and back of your WWCC card.

If you have kept your details up to date, you will receive a reminder 28 days before your card expires by email, SMS or letter.

1. Register for access to 'MyCheck', then login and select 'Renew My Check'.
2. The online form will tell you if you need to upload a new photo. If required, your digital photo must meet the requirements listed here – <http://www.workingwithchildren.vic.gov.au/home/cardholders/renew+your+check/index.html>
3. Confirm or update your personal, contact and organisation details and submit
4. Take a copy of the page that shows your name, WWCC number, expiry date and list of organisations and email to info@angleseaslsc.org.au

A receipt for a WWCC application or a copy of your MyCheck home screen (for renewals and change of details) MUST be received by the Club Office before a senior membership will be processed.