

Memorandum

To:	SLSC committees / Secretaries / Registrars
From:	SLSNSW Member Services
Date:	18 October 2017
Pages:	2
Subject:	Working With Children Checks

Surf Life Saving Clubs (SLSC), as organisations that involve children, should have a strong interest in keeping children safe. As such Surf Life Saving New South Wales (SLSNSW) has developed a number of procedures and resources which complement the Surf Life Saving Australia (SLSA) Member Protection Policy.

It is important for SLSCs to understand that good child safe policies and practices are the best way to reduce potential environmental risks and keep kids safer in our organisation. SLSNSW encourages all clubs to use a range of responses to manage the potential risks in their individual environments, including meeting their Working With Children Check (WWCC) legal obligations.

SLSNSW has information on child protection and the WWCC via <http://www.surflifesaving.com.au/members/resources/child-protection>. On this page there are a number of downloads available for use by SLSCs, including:

[Guidelines: Child Protection and the NSW Working With Children Check](#)

[Factsheet: Information for SLSNSW Clubs](#)

[Factsheet: Information for SLSNSW Members](#)

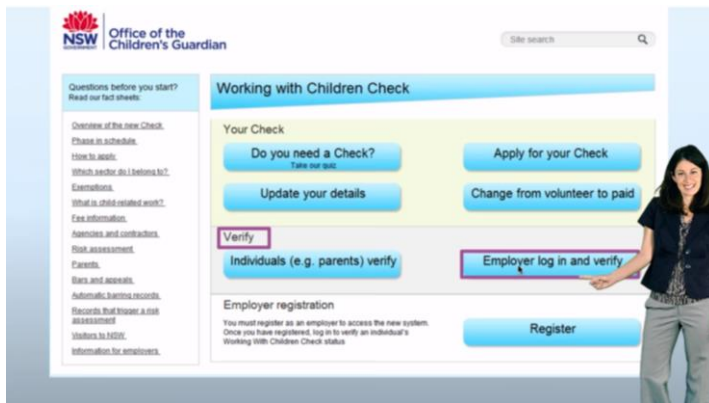
The SLSNSW Guidelines contain information such as the responsibilities of Members and Club, the WWCC requirements (including who needs a WWCC and a summary of the exemptions) and the WWCC process for Members and Clubs.

SLSNSW regularly reviews the WWCC data being inputted in to SurfGuard by Clubs, and we note that one of the most significant errors is the fact that Clubs are not verifying members' WWCCs with the Office of the Children's Guardian (OCG) upon receipt from the member.

The verification process is essential, not only because it is part of your WWCC obligations under the Child Protection (Working with Children) Act 2012, but because verification ensures that the OCG is aware that that person is a member of your Club and they can therefore advise you of any changes to that member's WWCC clearance status.

The OCG have a number of factsheets and an online video tutorial (https://www.youtube.com/watch?v=2qUq_59Zmzc) to help you understand the verification process. However in short the following process MUST be undertaken for all members who are required to have a WWCC (as per the SLSNSW Guidelines above):

1. Go to www.kidsguardian.nsw.gov.au/check and click the 'Start here' button on the right hand side.
2. Choose 'Employer log in and verify' from the Verify section. (If you have not already registered as an employer, you will need to register before you can verify.)



3. Once you have logged in using your username and password, select the verify Working with Children status tab.
4. Enter the member's: surname, date of birth, Working With Children Check number (or application number).
5. Click Verify.



This will generate a brief report providing you with information on the clearance status of the person you have verified. If the result is 'Application in progress' or 'Cleared' than the person is able to work with children. If the status is barred or interim barred than the person cannot work with children and the Club should advise the SLSNSW legal council of the outcome of this verification.

All WWCC information then needs to be entered in to SurfGuard, as per the following:

SurfGuard Field	Information to be Entered by SLSC
Working with Children Registration / Verification Date:	Record the date that the online verification was made
Working with Children Registration Expiry Date:	Record the WWCC expiry date (only available if verifying a WWCC Number, not an Application Number. Needs to be up-dated once the WWCC is received)
Working with Children Registration No:	Record the WWCC Number (or Application Number)
Member Protection Note:	Write the result of the online verification, ie "Result: In Progress/Cleared/Barred/Interim Barred/Not Found".

The OCG will conduct audits with SLSCs so it imperative that Clubs identify who needs a WWCC, verifies the WWCC number via the OCG upon receipt of the member's WWCC details, and records the verification details on SurfGuard.

For further assistance please contact the SLSNSW Member Services team via memberservices@surflifesaving.com.au or 02 9471 8000.