



Working With Children Check (WWCC) frequently asked questions

Why is keeping children safe so important?

Lifesaving Victoria has a moral obligation to protect its young members (U18). It now also has a State legal requirement to ensure all young members are protected from physical and sexual harm. This legal requirement involves all members 18 years and older who undertake volunteer work that:

usually involves, or is likely usually to involve, regular direct contact with a child in connection with a service, body, place or activity specified in sub-section (3) in circumstances where that contact is not directly supervised by another person.
Source: Working With Children Act 2005 (Vic)

What does a Working With Children Check (WWCC) 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 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

A WWCC will consider offences of a sexual, violent and drug related nature. The WWCC includes:

- national criminal record check for relevant convictions, findings of guilt and relevant pending charges
- a review of relevant findings from prescribed professional disciplinary bodies (currently only the Victorian Institute of Teaching).

There is no difference between a volunteer and employee check except the cost. A Volunteer WWCC is FREE however a Employment WWCC requires payment.

Please note: A Volunteer WWCC CANNOT be used for employment purposes.

If my lifesaving activities involve my own child, why can't I be exempt?

The legislation does provide certain exemptions from obtaining the check. However given the broad nature of Life Saving Victoria's activities, it would be almost impossible to apply the exemptions.

Our clubs provided a broad range of activities from patrolling to competition. Many of these activities involve the same members who may be exempt from some activities but not others. For example a mother could be her child's Age Manager (an activity directly involving her as a parent) but also a patrol captain (an activity where her child is not involved).

Therefore to ensure our members are operating within the legal framework, **it is compulsory that all members 18 years and older complete a WWCC.**

Please see Policy [AD6-05 Member Protection – Working With Children Checks](#)

How do I obtain a WWCC?

1. Obtain an application form from Australian Post, your club or by contacting Life Saving Victoria
2. Read and complete the required information using black pen (except the signature component) (Please use code No. 72 in Section D)

In the 'Details of Organisations' (Section E), please enter both Life Saving Victoria and your Club's details:

Primary Organisation: Life Saving Victoria	Other Organisation: Your Club
Life Saving Victoria PO Box 353 SOUTH MELBOURNE VIC 3205 Phone: 9676 6930	Please contact your Club to obtain the appropriate contact information.

3. Provide 100 points of identification (refer to application form)
4. Provide a passport size photo (must be regulated size and taken within the last 12 months)
5. Lodge at Australia Post and receive an 'Application Receipt' (back page of application form), as evidence of submitting your form. The application receipt number in the top right hand corner is your WWCC number

The application receipt acts as a temporary WWCC until your application is processed. Once you have lodged your application and obtained a receipt, you can partake in activities involving children. The verified receipt can be used until the application is decided, or for a maximum of 60 days from the date of issue, whichever occurs sooner.

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

What do I do once I receive the Card?

When you receive your assessment notice and WWCC card please let your club sight so they can record the appropriate details under Member Protection in SurfGuard. Many clubs are also photocopying the WWCC card of all members to ensure they have completed the various liability requirements of the WWCC. The WWCC is valid for five (5) years.

How do I record WWCC details with SurfGuard?

Once the appropriate club representative has sighted a members assessment notice and card they will record these details under Member Protection in SurfGuard. The following fields must be completed:

- **Member Protection Form**
This box may only be ticked once the club has sighted both the WWCC assessment notice and card.
- **Member Protection Date**
This is the date when the application was first lodged at Australia Post.
- **Member Protection Expiry Date**
The expiry can be found on the WWCC card. In Victoria a Working With Children Check is valid for five (5) years.
- **Member Protection Registration No**
This is the ten (10) digit 'CARD NO' that can be found on the top left hand corner of the WWCC card.
- **Member Protection Registration Date**
This is the date when the assessment notice was issued.

How do I add an organisation to my existing WWCC?

Visit www.justice.vic.gov.au/workingwithchildren and download a 'Change of Personal Details form'. 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.

What happens if my application is denied?

The WWCC 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.