

SURF LIFE SAVING WESTERN AUSTRALIA INC.

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CIRCULAR

No.45 0809

MEMBER SCREENING REQUIREMENTS FOR ALL WA CLUBS

Audience: Club Administrators
Club Executive committees

Date: 11th November 2008

Distributed by email to: WA Clubs

Distributed by mail to: Nil

Contact: Wendy Moss
Academy Development Officer
Ph: 9243 9444 (SLSWA Office Hours Monday to Friday, 8.30am to 5pm)

Summary:	Actions:
<p>SLSWA has updated and simplified the Member Screening policy for clubs and members.</p> <p>Please note the following points and actions that will assist clubs to implement the requirements of the Member Screening Policy:</p> <ul style="list-style-type: none">• Working with Children Check booklets MUST be ordered from SLSWA.• Volunteer National Police Check forms can be downloaded from our website www.mybeach.com.au• To ensure that we provide a process that assures confidentiality, all Working with Children Check booklets must be signed by the CEO of Surf Lifesaving WA (part 7 of booklet).• Clubs MUST maintain records of member screening.	<ul style="list-style-type: none">• Clubs are to ensure that they implement the requirements of the Member Screening Policy. (See attached Policy)• Contact Wendy Moss at SLSWA to order Working with Children Check booklets.• Clubs are to update Surfguard after the process of member screening has been completed and file all records in a confidential manner. (see attached information on updating Surfguard)

Surf Life Saving WA aims to ensure our core values and good reputation is maintained within the community. The member screening policy outlines who needs to be screened and what procedures should be taken by a club to ensure that the process of protecting their club, their members and their good reputation is adhered to.

The Member Screening Policy is a risk management procedure that aims to protect our children, our members and our organization from harm.

Paul Andrew
Chief Executive Officer

MEMBER SCREENING REQUIREMENTS ON SURFGUARD

To update each member who has completed a criminal history check, please follow these steps:

1. Log onto Surfguard
2. Scroll over "Members" and click on 'find member'.
3. Fill in details of member and submit.
4. Click on "Edit".
5. Tick the box that indicates that the check has been completed.
6. Fill in the date that the check was completed (date on the letter sent to your club).
7. For those who completed a Working with Children Check-fill in the registration number (listed in letter sent to your club).
8. Fill in the registration date (listed in letter sent to your club).

Once these details have been completed, click on 'submit'. This process will save the changes that have been made to your member's details.