



MEMBER SCREENING PROCEDURE

SURF LIFE SAVING WESTERN AUSTRALIA INC.

Adopted by the SLSWA Board of Directors 25 September 2003

Introduction

The Surf Life Saving Western Australia (SLSWA) Member Screening Procedure provides a clear structure that all clubs **MUST** follow when employing or seeking to appoint a person/s in a position of responsibility.

When a club or SLSWA employs, seeks nominations or expressions of interest for appointments, clubs should provide the applicant with information regarding the process for screening and the specific criteria for the position.

Where an applicant refuses to sign the consent form for a criminal history check, the appointing body **WILL NOT** proceed with their application or appointment.

Policy and Procedure Review

Surf Life Saving Western Australia (SLSWA) is committed to continually reviewing both the Member Screening Policy and Procedure to ensure the documented processes comply with current legislative requirements.



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Definitions

WWC Act –	means the <i>Working With Children (Criminal Record Checking) Act 2004</i> ;
Child –	means a person who is under 18 years of age;
CEO –	the Chief Executive Officer of Surf Life Saving Western Australia;
Criminal record –	refers to the formal record of offences that the individual has been convicted of, in a court of law;
Contact –	<ul style="list-style-type: none"> a) any form of physical contact; and b) any form of oral communication, whether face to face, by telephone or otherwise; and c) any form of electronic communication,
VNPC –	Volunteer National Police Certificate;
NPC –	National Police Certificate;
Paid Work –	The transfer of money as compensation or recompense for work done or services rendered;
Unpaid Work –	Any duties completed by an individual that require to individual to volunteer time and effort to a not-for-profit organisation;
Screening check –	refers to the processes outlined in the SLSWA Member Screening Procedure to enable the CEO to determine whether a person is suitable for the position of application;
SLSWA –	Surf Life Saving Western Australia Inc.;
WA –	Western Australia ;
WWCC –	Working With Children Check;



Confidentiality

It is critical that confidentiality is maintained and as such any information obtained during prescribed screening processes must not be provided to any person not authorised to access such information. Clubs are to collect and hold relevant personal information in accordance with the Surf Life Saving Australia (SLSA) *Privacy Policy*. To continually ensure compliance, Surf Life Saving Western Australia (SLSWA), at any given time, can request viewing of these confidential documents for auditing purposes.

Obligations

SLSWA and Western Australian Clubs are obligated to comply with the WWC Act. Both SLSWA and Western Australian (WA) clubs MUST keep and maintain accurate records of all individuals with a current Working With Children Check (WWCC), and periodically check the validity of a WWCC, for both new and existing members. A member involved in a role that has responsibility for the care of members under the age of 18 during surf lifesaving activities MUST follow the screening procedures. It is the responsibility of members to notify their respective clubs and SLSWA, if their circumstances change.

Requirements

To ensure the safest environment for a child engaging in sport, WA clubs are required to:

1. Interview applicants prior to commencement of position;
2. Conduct reference checks for all new and existing members assuming a position of trust;
3. Complete the appropriate criminal screening processes.
4. Update SLSWA on all new and existing members with existing Working with Children Checks (WWCC)/Volunteer National Police Certificates.
5. In the event of a critical incident; clubs must take immediate action. The incident must be documented using the SLSWA Reporting Manual and submitted to the CEO in a confidential manner; and
6. Engage in ongoing support and training opportunities, as provided by Surf Life Saving Western Australia.

Members have a responsibility to comply with all requirements to the satisfaction of SLSWA and WA clubs. In the event that individual circumstances change and contravene both this procedure and the *WWC Act*, it is the responsibility of the individual to notify both SLSWA and the respective club.



Provision of Member Screening Checks

Under the *WWC Act*, people who engage in certain paid or unpaid work with children must obtain a Working With Children Check (exemptions do apply). A person is considered to be engaged in child-related work if their usual duties of work involve or are likely to involve, contact with a child in connection with a category of child related work.

Under the *WWC Act*, certain person/s do not require a WWC Check because they fit within the description of a category-related exemption. Parents volunteering in many activities where their child is also involved may be exempt (this exemption does not apply in all categories of child-related work or when parents volunteer at overnight camps attended by their children).

Examples of positions within clubs where a person/s may require a Working With Children Check include:

- Junior Activity Officers
- Age Group Managers
- Coaches
- Water Safety Officers
- Team Managers and Assistants
- Youth Officer
- Training Officer
- Assessor
- Camp Leaders
- Competition Officials
- Club Administrators/Secretaries

Members in a position of responsibility, who are found to be exempt under the *WWC Act* or do not engage in child-related work, must obtain a Volunteer National Police Certificate or National Police Certificate.

Examples of positions within clubs where a person/s may require a Volunteer National Police Certificate or National Police Certificate:

- Club Executive/Members of the Board
- Club Administrators
- Patrol Captains



Stages of the Screening Process

Western Australian clubs will incorporate the following steps for appointing candidates to positions of trust:

<p>Step One: Apply</p>	<ul style="list-style-type: none"> a) WA clubs should use formalised application processes in order to identify suitable candidates for child-related positions. b) Prospective applicants MUST follow the process set out by the respective club.
<p>Step Two: Interview</p>	<ul style="list-style-type: none"> a) WA clubs are recommended to conduct verbal face to face interviews. b) The interview process should consist of questions designed to obtain work related information specific to the role the applicant has applied for. c) Throughout the process, Club representatives should assess candidates for reactions to particular questions, manner and interpersonal skills. It is critical that applicants are afforded every opportunity to prove their suitability for a particular role. d) Clubs must also ensure that applicants hold the necessary qualifications for the prospective position. For example, a coach must hold a current coaching accreditation.
<p>Step Three: Reference Check</p>	<ul style="list-style-type: none"> a) WA clubs MUST conduct reference checks. b) Applicants are expected to supply a minimum of two contactable referees that can attest for the individuals' previous conduct in other professional roles. c) If applicants fail to provide referees, it is recommended that the screening process goes no further.
<p>Step Four: Screen</p>	<ul style="list-style-type: none"> a) Upon receipt of the application; completion of the interview; and submission of referee details; Western Australian Clubs are to conduct screening checks for individuals seeking to engage in child-related work with the respective surf lifesaving club. b) Applicants MUST comply with SLSWA requirements and obtain the necessary screening checks.
<p>Step Five: Notify</p>	<ul style="list-style-type: none"> a) SLSWA will notify all WA clubs of screening results for applicants. b) In the event that an applicant receives a negative notice, that applicant must not continue with prescribed task until the CEO considers all information and provides direction.

Process for Criminal Screening Checks



VOLUNTEER NATIONAL POLICE CERTIFICATE	NATIONAL POLICE CERTIFICATE (PAID EMPLOYEES)
<ol style="list-style-type: none"> 1. Applicants can download the Volunteer National Police Certificate (VNPC) from the SLSWA website. 2. The Applicant is to complete the VNPC form. 3. Forms are to be sent to SLSWA along with the 100 points of identification. 4. SLSWA will then process the applicants VNPC. 5. The Volunteer National Police Certificate will be sent to SLSWA. 6. SLSWA will adjudicate and provide a recommendation to clubs regarding the applicant’s suitability. 7. SLSWA will notify the club (by written means) who has been deemed suitable to commence work. 8. WA Clubs must maintain accurate records by updating SurfGuard for all members who have completed a Volunteer National Police Certificate. 	<p><i>PLEASE NOTE* This check is for paid employees of clubs only.</i></p> <ol style="list-style-type: none"> 1. Applicants must collect, complete and apply for a National Police Certificate Application at their local Australia POST outlet. 2. Upon receiving the National Police Certificate, Applicants need to provide a certified copy to their local club for processing. 3. WA Clubs must maintain accurate records by updating SurfGuard for all members who have completed a National Police Certificate. 4. Clubs must send a certified copy of the National Police Certificate to SLSWA.

WORKING WITH CHILDREN CHECK FORM

<ol style="list-style-type: none"> 1. Applicants must collect and complete an Application for a Working with Children Check form from SLSWA or their club. 2. Clubs or individual to submit booklet to SLSWA for signing with SLSWA Working With Children Check Guide attached and endorsed by club officer. 3. SLSWA will then assess and sign booklet ready for dispatch back to candidate. 4. Applicant to then take booklet to Australia POST outlet with identification checks for processing. 5. The Department for Child Protection and Family Support – Working With Children Screening Unit will notify the outcome (in confidence) to the CEO of SLSWA and to applicants directly. 6. SLSWA will then notify WA clubs by way of written notification. 7. In the event that an individual receives a “Negative Notice” or “Interim Negative Notice”, that person is prohibited from all child-related work within Western Australia. WA Clubs MUST not continue to engage the individual in child-related work, and MUST inform SLSWA and the Department for Child Protection and Family Support – ‘Working With Children Screening Unit’ IMMEDIATELY. <p>WA Clubs must maintain accurate records by updating SurfGuard for all members who have completed a Working with Children Check (WWCC) or who already have a WWCC.</p>
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WORKING WITH CHILDREN CHECK ONLINE RENEWAL

1. **Members can renew online if;**
 - their WWC Card is currently valid but is due to expire in three months;
 - they have had no changes in your personal information (name, date of birth or gender) since your previous application;
 - they have previously applied using *an Application for a Working with Children Check* form and lodged it at an authorised Australia Post outlet;
 - they have registered to use the online services offered by the WWC Screening Unit and are shown as eligible to apply online.
2. Where it asks for the nominated organisation representative please nominate;

Representative’s email address:	dsomers@slswa.com.au
Representative’s full name:	David Somers
Representative’s job title:	Sport and Development Officer
Representative’s daytime phone number:	0892076666
Street Number and name:	7 Delawney Street
Suburb:	Balcatta
State:	WA
Postcode:	6019
3. An email will be sent to SLSWA who will verify that person is a club member who requires WWCC
4. Once membership is verified SLSWA will confirm.
5. SLSWA CEO and applicant will receive notification via Australia POST.
6. SLSWA will then notify WA clubs by way of written notification.
7. In the event that an individual receives a **“Negative Notice”** or **“Interim Negative Notice”**, that person is prohibited from all child-related work within Western Australia. WA Clubs **MUST** not continue to engage the individual in child-related work, and **MUST** inform SLSWA and the Department for Child Protection and Family Support – ‘Working With Children Screening Unit’ **IMMEDIATELY**.

WA Clubs must maintain accurate records by updating SurfGuard for all members who have completed a Working with Children Check (WWCC) or who already have a WWCC.

Document Review and Version Control

Version Number	Date Approved	Approved By	Brief Description
1.00	25/09/2003	SLSWA Board of Directors	-
1.02	30/06/2016	SLSWA Executive Office	-
1.03	14/10/2016	SLSWA Executive Office	



EXAMPLE POSITION APPOINTMENT FORM

Name:			
Date of Birth:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Mobile:			
Address:			
Suburb:		Postcode:	

Position applying for:	
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Why are you applying for this position:

REFEREE DETAILS (Please supply details for two referees)			
Type of Referee:	Personal	Employer	Past Employer
Referee Name:			
Referee Contact Number:			

Type of Referee:	Personal	Employer	Past Employer
Referee Name:			
Referee Contact Number:			

I consent to conducting a screening check on my behalf.	
Applicant Signature:	
Date:	

The Club will contact you to make a time to hold an interview. When you attend the interview, can you please bring the following:

- Documentation to show proof of identity e.g., Drivers Licence, passport etc.
- A National Police Certificate that is no more than six (6) months old.
- A current or valid Working With Children Check (WWC) if applicable.



EXAMPLE MEMBER SCREENING INTERVIEW FORM

Name:			
Date of Birth:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Mobile:			
Address:			
Suburb:		Postcode:	

Position applying for:	
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INTERVIEW AND ID CHECKS	
Interviewee details	
1. Name:	_____
Position:	_____
Signature:	_____
2. Name:	_____
Position:	_____
Signature:	_____
3. Name:	_____
Position:	_____
Signature:	_____

Examples questions to be asked at interview:

- Do you understand the duties involved with the position you have applied/nominated for?
 Yes No
- The position will involve supervision of minors, are you fully aware of our policy and procedures related to this?
 Yes No
- Have you ever been convicted or currently involved with any legal proceedings relating to any child/minor related offences?
 Yes No

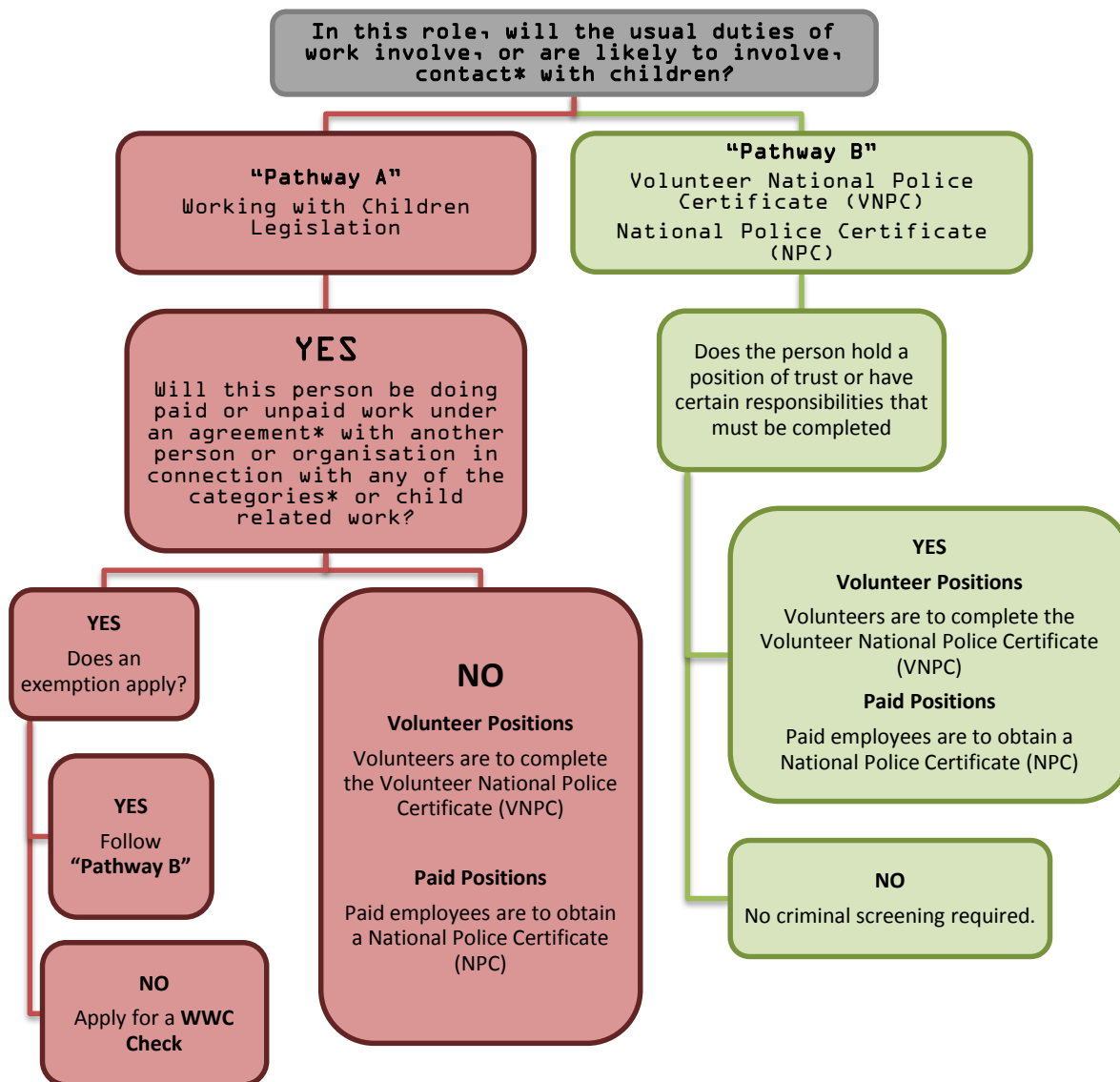
4. Why are you applying for this position?

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THE WORKING WITH CHILDREN GUIDE FOR VOLUNTEERS

For full details of categories and exemptions – refer [here](#)



***Contact** – Contact is defined as any form of physical contact, oral communication, whether face to face, by telephone or otherwise electronic communication. It does not include contact in the normal course of duties between an employer and an employee or between employees of the same employer

***Categories** – There are 18 categories of “child-related” work in the WWC Act. A person is only in child-related work if their usual duties involve or are likely to involve contact with a child in connection with at least one of these categories and an exemption does not apply.

***Agreement** – An agreement (written or unwritten) by a person with another person or organisation, to engage in child-related work either for payment or on a voluntary basis.

Members MUST notify SLSWA and the Working With Children Screening Unit IMMEDIATELY if they are charged or convicted with a Class 1 or Class 2 offence.

For more member screening information please contact the Sport and Development Officer at SLSWA during business hours on 9207 6666 or email mail@sllwa.com.au.