

Circular

Title:	Member Screening Policy Workshop
Date:	12 September 2018
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Department:	Sport and Development
From:	David Somers, Senior Development Officer Ph: 08 9207 6666 (SLSWA Office Hours Monday to Friday, 8.30am to 5pm) Email: dsomers@slnwa.com.au
Audience:	Club Presidents, Member Protection Information Officer (MPIO)
Summary:	This circular contains information regarding a workshop for Club Presidents, MPIO and other relevant club officers regarding SLSWA new Member Screening Policy.
Action:	Members are required to fill out the nomination form to secure a position at the selected workshop and return by COB Monday 1 st October 2018.
Attachment:	Member Screening Policy

As announced at the recent President’s Forum SLSWA has released a new Member Screening Policy, which comes into effect immediately. The major changes to procedures, which are outlined in the Policy (attached) are;

1. Every adult member (i.e. 18 or over) who intends to volunteer at an Affiliated Club or SLSWA (to be referred to as a General Duties Volunteer Member – GDV Member) and all paid employees of an Affiliated Club or SLSWA will require a Working With Children Check (**WWC Check**).
2. Previously those members who required a WWC Check under the SLSWA Member Screening Policy but were exempt under the WWC Act were required to obtain a National Volunteer National Police Clearance (**NVPC**). As all GDV Members now require a WWC Check the NVPC is no longer required.
3. Any member who does not have a WWC check will be referred to as a Non-Volunteer Member and will be prohibited from undertaking any volunteer or paid duties with an Affiliated Club or SLSWA.
4. All Affiliated Clubs must appoint a Member Protection Information Officer (MPIO) responsible for member screening and member protection matters, who will execute WWC Applications on the Club’s behalf.
5. Members who receive an interim negative notice will be immediately suspended from the Affiliated Club and SLSWA subject to an internal investigation and completion of the assessment / re-assessment by the WWC Screening Unit.
6. Members who receive a negative notice will be immediately expelled from the Affiliated Club and SLSWA.
7. Paid employees who receive a negative notice or interim negative notice will be immediately suspended subject to a disciplinary process and the completion of the assessment / re-assessment by the WWC Screening Unit.

To support clubs with the implementation of this new policy SLSWA are offering a two-hour workshop that will cover;

1. An explanation of the new policy
2. Correct completion of WWC Application Forms
3. Record keeping requirements
4. Checking the status of a WWC Application
5. Online renewal of WWC Check
6. Validating a WWC Card
7. Registering interest in a person with a WWC Card

Dependant on the level of interest there will be two time slots available on Saturday 6th October 2018, one commencing at 8:30am and the other at 11:00am. Interested members are asked to complete the attached nomination form stating their preferred time slot. A confirmation email will be sent on Tuesday 2nd October 2018 stating the workshop that members have been allocated.



James O'Toole
Chief Executive Officer



SLSWA MEMBER SCREENING POLICY WORKSHOP NOMINATION FORM

First Name:		Last Name:	
Club:		Role:	
Phone:			
Email:			
Tick			
	I would like to attend the Workshop from 8:30am – 10:30am on Saturday 6 th October 2018		
	I would like to attend the Workshop from 11:00am – 1:00pm on Saturday 6 th October 2018		
Signature:			

Please complete and return to SLSWA via fax 9207 6699 or email dsomers@sksa.com.au by COB Monday 1st October 2018

Policy Name:	Surf Life Saving Western Australia Inc. (SLSWA) Member Screening Policy
Issued:	September 2018

1 Definitions

Term	Definition
Affiliated Club	means a surf lifesaving club affiliated with SLSWA for such time as that club remains affiliated under the SLSWA Constitution and for the purposes of this Policy includes all probationary clubs.
Child/Children	means a person/s who is under 18 years of age.
Class 1 Offence	means an offence referred to at section 7(1) and Schedule 1 of the WWC Act.
Class 2 Offence	means an offence referred to at section 7(2) and Schedule 2 of the WWC Act.
Contact	for the purposes of this Policy includes: <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.
GDV Member	means a General Duties Volunteer Member who carries out any volunteer duties with an Affiliated Club of which that individual is a Member.
Interim Negative Notice	means a written notice issued by the WWC Screening Unit whereby the WWC Screening Unit has received information relevant to the immediate safety of Children and which prohibits the individual from engaging in child related work during the assessment / re-assessment until a final decision is made.
Member	means any member of SLSWA or Affiliated Clubs including GDV Members and NV Members.

MPIO	means a Member Protection Information Officer.
MP Policy	means SLSA's Member Protection Policy.
Negative Notice	means a written notice issued by the WWC Screening Unit whereby the WWC Screening Unit's assessment or re-assessment of an individual's eligibility to hold a WWC Check indicates an unacceptable risk to Children.
NV Member	means a Non-Volunteering Member who does not carry out any volunteer or paid duties with an Affiliated Club of which that individual is a Member.
Paid Employee	means an employee engaged by an Affiliated Club to undertake paid work.
Policy	means this Member Screening Policy.
SLSA	means Surf Life Saving Australia.
WWC Act	means the <i>Working with Children (Criminal Record Checking) Act 2004</i> .
WWC Check	means a Working with Children Check under the WWC Act.
WWC Screening Unit	means the Working with Children Screening Unit, which is a part of the Department of Communities and is responsible for administering the WWC Check in Western Australia.

2 Purpose

- a. The purpose of this document is to set out SLSWA's Policy in relation to member screening requirements and compliance with the WWC Act.
- b. The SLSWA Member Screening Policy should be read and complied with in conjunction with the SLSA's MP Policy and serves to protect Members through adequate screening processes designed to safeguard and prevent harm to children and young people within surf lifesaving in Western Australia.
- c. This Policy has been endorsed by SLSWA's Board of Directors on 5 September 2018 and is effective immediately. It has been incorporated into SLSWA's Regulations in accordance with the SLSWA Constitution. The Policy starts on the date it is adopted by the Board and will operate until it is replaced. A copy of the current Policy is available on the SLSWA website www.mybeach.com.au.

3 Scope

- a. This Policy applies to and must be complied with by SLSWA, all Affiliated Clubs and all Members and Paid Employees of Affiliated Clubs and SLSWA.

4 WWC Act Compliance

- a. SLSWA is committed to continued compliance with the WWC Act. Under the WWC Act, people who engage in certain paid or unpaid work with children must obtain a WWC Check (exemptions do apply).
- b. SLSWA and its Affiliated Clubs form a unique organisation that provides a wide variety of services to the community and activities for its Members. These include but are not limited to emergency and community services, sporting and training and education programs. Each of these sections of Affiliated Clubs co-exist and are interrelated meaning that Contact with Children in relation to a GDV Member's or Paid Employee's usual duties with an Affiliated Club is inevitable. As a result of this, appropriate member screening must be undertaken by Members and Paid Employees.

5 WWC Checks and Process for Members

- a. Members of all Affiliated Clubs will be categorised as either a GDV Member or a NV Member.
- b. All GDV Members aged 18 years and over must hold a current and valid WWC Check. GDV Members aged 18 years and over will only be allowed to participate and attend the Affiliated Club of their choice under this membership once one of the following has occurred:
 - i. The GDV Member has provided the Affiliated Club with the number of their current, valid WWC Check; or
 - ii. an Application for a WWC Check has been lodged by the GDV Member and a valid receipt number confirming this lodgement has been provided by the GDV Member to the Affiliated Club.
- c. NV Members are not required to obtain a WWC Check as a pre-requisite to their membership. NV Members are strictly prohibited from undertaking any volunteer or paid activities with an Affiliated Club without converting their membership to a GDV Member or Paid Employee role and obtaining a WWC Check.
- d. Affiliated Clubs will be responsible for ensuring that all GDV Members aged 18 years and over and all Paid Employees have obtained/already hold the required WWC Check and monitoring the renewal of those checks in accordance with the WWC Act.
- e. Members must notify their Affiliated Club, SLSWA and the WWC Screening Unit immediately if they are charged or convicted with a Class 1 Offence or Class 2 Offence or receive notification of a Negative Notice or Interim Negative Notice in relation to their WWC Check.

6 Obligations on Affiliated Clubs

- a. Affiliated Clubs should be aware of the following obligations on them in relation to member screening requirements:
 - i. Comply with this policy, the MP Policy and the WWC Act.
 - ii. Appoint an MPIO to carry out member protection and member screening duties for the Club and act as a representative of the Affiliated Club in relation to these matters.
 - iii. Ensure all GDV Members who are 18 years of age or older and all Paid Employees hold a current, valid WWC Check.
 - iv. Ensure all NV Members do not undertake any volunteer or paid activities for their Affiliated Club without converting to a GDV Membership or Paid Employee status and obtaining a WWC Check as required.

- v. Assisting GDV Members aged 18 years and over and all Paid Employees with completing the Application for WWC Check form and delegating an MPIO to execute the forms on behalf of the Affiliated Club.
- vi. Deny membership or immediately expel the membership of a GDV Member or NV Member who has been issued with a Negative Notice.
- vii. Deny membership or suspend the membership of a GDV Member or NV Member who has been issued with an Interim Negative Notice subject to the completion of the assessment or re-assessment process of the WWC Unit and any internal investigation conducted by the Affiliated Club.
- viii. Suspend the employment of a Paid Employee who has been issued with a Negative Notice or an Interim Negative Notice subject to the completion of an internal investigation.
- ix. As soon as practicable, notify SLSWA and the WWC Screening Unit if it is reasonably suspected that a Member or Paid Employee has been charged or convicted with an offence which makes it inappropriate for them to be a member of the Affiliated Club due to the risk of Contact with children (including but not limited to a Class 1 Offence or Class 2 Offence).
- x. Keep up to date records of all Members and Paid Employees and the status of WWC Checks and provide updates on this information to SLSWA as requested from time to time by SLSWA.
- xi. Ensure that the national membership database Surfguard is regularly updated with the progress of WWC Checks.
- xii. Check, record and validate the WWC Checks of all new and renewing GDV Members who are aged 18 years and over and all Paid Employees and continue to periodically check that these WWC Checks are valid, current and have not been cancelled.
- xiii. Develop a system to ensure that GDV Members who are aged 18 years and over and all Paid Employees renew their WWC Checks every three (3) years and update records accordingly.
- xiv. Keep adequate records that demonstrate compliance with the WWC Act.

7 Affiliated Club MPIO

- a. Each Affiliated Club is required to nominate and appoint an MPIO at the commencement of that Affiliated Club's surf lifesaving season. This individual will be responsible for managing the screening requirements of their nominated Club in compliance with this policy, the SLSA MP Policy and the WWC Act. SLSWA recommends that MPIO's complete some appropriate training as identified by the Affiliated Club or suggested by SLSWA from time to time.
- b. Duties of MPIO's:
 - i. Provide new and renewing GDV Members aged 18 years and over with the relevant Application for a WWC Check form as part of their membership application process and assist them with any queries regarding completion and lodgement of that Application.
 - ii. On behalf of the Affiliated Club complete and sign the relevant employer sections of the Application for a WWC Check form for GDV Members aged 18 years and over and all Paid Employees then returning the form to the individual GDV Member or Paid Employee for lodgement.
 - iii. Monitor, manage and keep up to date records of the status of each GDV Member's WWC Check.
 - iv. Provide SLSWA with regular updates of the status of WWC Checks held by Members as requested by SLSWA from time to time.
 - v. Provide SLSWA with copies of correspondence received from the WWC Screening Unit in relation to Members' WWC Checks as requested by SLSWA from time to time.
 - vi. Maintain currency of knowledge through appropriate training and professional development

opportunities.

- vii. Act as the main point of contact for Members of the Affiliated Club in relation to issues of member protection and safeguarding children.
- viii. Keep up to date records allowing easy tracking of those Members and Paid Employees whose WWC Checks are due to expire and assist those Members and Paid Employees with renewal of their WWC Checks leaving adequate time for assessment.
- ix. Notify the Board or Management Committee of the Affiliated Club immediately if a GDV Member or Paid Employee's WWC has expired and that individual can no longer undertake volunteer or paid duties for the Affiliated Club until a new WWC is obtained.
- x. Notify the Board or Management Committee of the Affiliated Club and SLSWA immediately if:
 - 1. They receive notice that a Member or a Paid Employee has been issued with a Negative Notice or an Interim Negative Notice; and or
 - 2. They are advised that a Member or a Paid Employee has been charged with a Class 1 Offence or a Class 2 Offence.

8 Paid Employees

- a. All Paid Employees of SLSWA and Affiliated Clubs must obtain or hold a valid and current WWC Check. SLSWA and Affiliated Clubs should ensure this requirement is included in any Paid Employee job description or advertisement for recruitment.
- b. Candidates for Paid Employee positions must be interviewed prior to their appointment and the commencement of their position with SLSWA or an Affiliated Club.
- c. SLSWA and Affiliated Clubs must use formalised application processes in order to identify suitable candidates for Paid Employee positions and prospective candidates must adhere to these processes.
- d. SLSWA and Affiliated Clubs should conduct verbal face-to-face interviews of potential candidates for Paid Employee positions.
- e. Candidates for Paid Employee positions must supply a minimum of two contactable referees that can attest for the individual's previous conduct in professional roles.

9 Negative Notice and Interim Negative Notices

- a. Any Member of an Affiliated Club who is:
 - i. issued with a Negative Notice shall be immediately expelled from their membership of the Affiliated Club and SLSWA; or
 - ii. issued with an Interim Negative Notice shall have their membership immediately suspended subject to the completion of the assessment or re-assessment by the WWC Screening Unit and any internal investigation the Affiliated Club chooses to carry out.
- b. Any Paid Employee of SLSWA or an Affiliated Club who is issued with a Negative Notice or an Interim Negative Notice is to be suspended subject to an internal investigation by SLSWA or the Affiliated Club (as appropriate) and the completion of the assessment or re-assessment by the WWC Screening Unit.

10 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. Affiliated Clubs are to collect and hold relevant personal information in accordance with the SLSA and SLSWA Privacy Policies. To continue to ensure compliance SLSWA, at any given time, can request viewing of these confidential documents for auditing purposes.

11 Contact Details and Further Resources

Affiliated Clubs can contact SLSWA and/or the WWC Screening Unit as follows with any particular queries on their obligations under this Policy and the WWC Act:

- i. **SLSWA Senior Development Officer**
 Postal Address: PO Box 700, Balcatta WA 6914
 Telephone: (08) 9207 6666
 Email: dsomers@slswa.com.au

- ii. **Working with Children Screening Unit**
 Postal Address: PO Box 1262, West Perth, WA 6872
 Telephone: (08) 6217 8100
 Email: checkquery@cpfs.wa.gov.au
 Website: <https://workingwithchildren.wa.gov.au/index>

12 Renewal of WWC Check

- a. WWC Checks are valid for a period of three years. GDV Members aged 18 years and over and Paid Employees must ensure their WWC Check is renewed in adequate time. Affiliated Clubs are also responsible for monitoring which WWC Checks of GDV Members and Paid Employees are coming up for renewal.
- b. GDV Members or Paid Employees attempting to renew their WWC Check should check the up to date requirements on the WWC Screening Unit website (<https://workingwithchildren.wa.gov.au/index>) allowing themselves sufficient time before expiration of their current, valid WWC Check.
- c. Under the current system, GDV Members aged 18 years and over and Paid Employees can either renew their WWC Check by re-applying and completing an Application for WWC Check form and lodging it at an authorised Australia Post outlet or renewing online. GDV Members can renew online if:
 - i. Their WWC Check is currently valid and is due to expire within three (3) months;
 - ii. The GDV Member/Paid Employee has had no changes in his/her personal information (name, date of birth or gender) since their initial Application for WWC Check;
 - iii. The GDV Member/Paid Employee previously applied using an Application for WWC Check form and lodged it at an authorised Australia Post outlet; and
 - iv. The GDV Member/Paid Employee has registered to use the online services offered by the WWC Screening Unit and are shown as eligible to apply online.

13 Review of Policy

SLSWA is committed to reviewing this Policy on a regular basis to ensure the documented requirements and processes comply with current legislative requirements.