

# Child Protection/Working With Children Check (WWCC)

Safeguarding children and young people is everyone's business. Life Saving Victoria and affiliated clubs need to fully comply with the Child Safe Standards from 1 January 2017.

It is imperative that we provide a safe and supportive environment for children and young people and, because of the nature of our Club facilities, Fairhaven SLSC requires ALL members aged 18 and over (despite contact with children under 18) to hold a current Working With Children Check (WWCC). WWCC's are free for volunteers and last for 5 years.

A member can apply for a WWCC prior to turning 18 and LSV encourages members to do so if their birthday falls after the season has already commenced (e.g., turn 18 in December).

## Providing WWCC Verification

The club will check the status of your WWCC before your membership is accepted. Your card itself is insufficient evidence of your Check.

You must:

- Update your details to include the name of your club. You can check if you have done this online via ['Update your details'](#) at Service Victoria.
- The club will check this against the letter of confirmation it will receive from the Department of Justice (DoJ) with a copy of your Check once you have updated your details.

This makes sure all records are kept up to date and the DoJ can contact your club should any of your details change or your Check is refused or cancelled.

**Please note:** if you are a member of multiple clubs, each club should be added to your WWCC card.

## Apply for a WWCC

Members can complete a WWCC application online. The application will take about 15 minutes and you will need to:

- Prove your identity with documents using your phone. You can find a video guide at [Service Victoria](#).  
Your identity will be verified by using your phone's camera to:
  - Check your name, date of birth, document numbers and photo
  - Make sure the names on your documents match
  - Use face and document recognition to verify your identity
  - Take a photo to use on your card
- Complete an online form.
- Pay if required (there is no fee for a Volunteer WWCC)
- Consent to Service Victoria passing on your information to do the check.

### Don't have a compatible phone?

If you don't have a compatible phone or the right documents, you can't prove your identity or apply through Service Victoria.

You will have to apply directly through [Working with Children Check Victoria](#) to complete the online application. Once you have completed your online application, you'll get an email with instructions on how to finalise your application at Australia Post.

Next, take your application and documents to a participating Australia Post outlet and have your photo taken (at no charge to you).

### Updating an existing WWCC

Follow these steps to update your Volunteer or Employee WWCC (takes about 7 minutes):

- Update your details or add your club online via ['Update your details'](#) at Service Victoria.
- You will receive an email notification that your updated details have been passed on.
- The Club will receive a letter of confirmation from the Department of Justice with a copy of your Check once you have updated your details.

### Contact Details for places of volunteering

Fairhaven Surf LifeSaving Club	Life Saving Victoria
03 5289 6275	03 9676 6930
PO Box 221, Aireys Inlet 3231	PO Box 353, South Melbourne 3205

### Provide Temporary Evidence of application or updated WWCC

- Use the [WWCC Status Checker](#) (takes about 2 minutes)
- Click 'Get Started'
- select 'single status'. Click 'Next'
- Enter your last name and WWCC card or application number and select 'Yes' for 'Would you like a copy of this result emailed to you?'  
Then enter your club's email address as above.
- Your Club will receive an emailed notification of the status of your Check that they can then enter into the WWCC area of your membership record.

**Please note:** temporary evidence will only be valid for two weeks. If the club has not received the letter of confirmation from DoJ your membership will be put on hold until this has been received.

### Support

[Working with Children Check \(service.vic.gov.au\)](#) use 'Contact us' Chat or send a message.

A WWCC is valid for five years. Cardholders will be notified by the Department of Justice by SMS, letter or email 28 days before their WWCC is due to expire. You must keep your contact details up to date so that you receive this important reminder. We will also notify you a few months before your WWCC is due to expire.

## Victorian Institute of Teaching (VIT)

### Providing VIT Evidence

Teachers registered with the Victorian Institute of Teaching (VIT) must:

- inform [Working With Children Check Victoria \(WWCCV\)](#) of any other child-related work you do
- nominate both of the following as places of volunteering:
  - Fairhaven Surf LifeSaving Club (Club Admin Officer, [clubadmin@fairhavenslsc.org](mailto:clubadmin@fairhavenslsc.org), 0439 804 772)
  - Life Saving Victoria (LSV Human Resources, [hr@lsv.com.au](mailto:hr@lsv.com.au), 03 9676 6944)
- notify WWCCV within 21 days of starting any new child-related work

Your information will be passed on to WWCCV.

Your contact at your added organisation (club & LSV) will be informed.

Please note, if your teacher registration is suspended or cancelled, WWCCV may inform your organisation(s) you're no longer exempt from a WWC Check.

## Police officers

The Working with Children Act 2005 provides for exemptions to police officers, however Life Saving Victoria requires these members to have a WWC Check – despite their exemption under the Act.

### Why?

Without undertaking a WWC Check referenced to LSV and your club, there is no link between your profession as a Department of Justice employee and any volunteer organisation in which you participate. If any member in their substantive capacity of a teacher or police officer was to be charged with breach of any laws relevant to this check (e.g. sexual misconduct), Life Saving Victoria and your club would not otherwise be informed of such charges. This therefore ensures that LSV will provide a higher level of risk minimisation for our junior members.

***Before a senior membership will be processed the Club office MUST receive:***

- ***temporary WWCC evidence or letter of confirmation from DoJ and***
- ***an image of your VIT or your VIT registration number if you are a teacher.***

