

## Safeguarding Children

SLSSA: 15/10/2020; last updated: 11/11/2021

Clubs have a responsibility to protect their youngest members. The following document steps clubs through the process of ensuring a child safe environment.

### Appoint two (2) Child Safe Officers

Child Safe Officers (preferably one female and one male) will be the first point of contact for members that have concerns about a child or young person. They may provide advice and support to assist a member with making a report. This person may also be the officer responsible for facilitating the process to help ensure a child safe environment.

**It is vital that these Officers are introduced and known to all member under 18 years old.**

### Appoint an authorised delegate

The authorised delegate is responsible for administering the Working With Children Check (WWCC) process. This delegate must be approved by the club committee/board and is responsible for:

- Initiating WWCC applications with the Department of Human Services (DHS) screenings portal
- Maintaining and updating records relating to WWCC
- Holding the Volunteer Organisation Application Number (VOAN) used for the Nation Police Check (NPC), along with the club President.

This position can be filled by a Child Safe Officer, or any person with administrative competence.

All information received by the authorised delegate remains confidential and only shared with their club President for the purpose of verification, notification and clarification.

### Complete a *prescribed positions record*

Prescribed positions are a position in which a person works or is likely to work with children, or holds a supervisory or management role. This is inclusive of any person who has access to records (such as Surfguard, or the DHS screenings portal) The list is provided in the SLSSA Member Protection Policy 60.5 – Appendix.

Some positions also require a Nation Police Check (NPC) in addition to a WWCC, as per SLSSA Member Protection Policy 6.05. Refer to Table 1: *WWCC and NPC chart*.

Please note, this chart is currently under review and subject to change. All clubs will be notified of any amendments as soon as they become confirmed and available.

Position Held	WWCC	NPC
SLSSA Board of Directors	✓	✓
SLSSA CEO	✓	✓
SLSSA Staff	✓	✓
State Advisory Committee Members	✓	
State Emergency Operations Group	✓	✓
State Patrol Auditors	✓	✓
State Councillors (Club Presidents)	✓	✓
Child Safe Officers	✓	✓
Junior Activity Officers, Cadet/Youth Officer and Assistants	✓	
Age Group Managers	✓	
Team Managers, Coaches, Chaperones and Assistants	✓	✓
Chief Instructor/Instructor in Charge, Training Officers and Assessors	✓	✓
Duty Officers and Safety Emergency Coordinators	✓	✓
Club Management Committee Members	✓	✓
Competition Officials	✓	
Club Captain and Vice Captains	✓	
Patrol Captain	✓	
Persons with SurfGuard access	✓	✓
Photographers and Media Representatives	✓	✓
Any other member that holds a position which involves ongoing and /or regular contact with members Under 18 (includes paid staff such as club bar/hospitality staff and State casual employees such as Lifeguards)	✓	

Table 1: WWCC and NPC chart

### Initiate a WWCC

Clubs are responsible for initiating their own checks for their own members. WWCCs are completed via the DHS website: [www.screening.sa.gov.au](http://www.screening.sa.gov.au) The website provides a step-by-step process on how to register your club, nominate an authorised delegate, and initiate checks.

After initiating a check, the authorised delegate will receive a confirmation email from DHS. They will need to verify the WWCC; the process for this is described in the email.

### Initiate a NPC

An NPC can be obtained by downloading and completing the form from SA Police's Information Release Unit website: <https://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check> If you are having trouble downloading the document – you can print off our scanned copy here: [NPC Application Form](#) As a volunteer lead organisation, SLSSA has a Volunteer Organisation Authorisation Number (VOAN) held by an *Authorised Officer*, which is the club President and/or delegated authority.

If a club needs to change their *Authorised Officer* with SA Police, this can be done online here: <https://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check/volunteer-organisation-authorisation-number>

NPC's are free for volunteers with the VOAN and can be completed by the following steps:

1. Applicant downloads the NPC form from the website; completes the information
2. Has 100 points of identification (BOTH the originals and copies which can be stamped and signed) sighted and signed by a Justice of the Peace or a Police Officer
3. Applicant submits the completed form and signed copies of identification to the club holder of the VOAN (either President or delegated authority) who enters the VOAN.

**If the VOAN is not entered, an NPC for a volunteer will cost \$43.75**

4. The club then submits the form and identification on behalf of the applicant to SA Police Information Release Unit:  
GPO Box 1539  
Adelaide SA 5001

### Verify a member's existing WWCC

WWCC that have not been initiated by a club's authorised delegate (for example, a teacher or health care worker) will need to be verified through the DHS website:

<https://www.dcsiscreening.sa.gov.au/SCApplicantRegistrationStatus>

Please note that the South Australian *Child Safety (Prohibited Persons) Act 2016*, cites an active member of South Australian Police or the Australian Federal Police [segment 9; part 1, section C] as an excluded person and therefore not needing a WWCC. SAPOL/AFP members should show their **WARRABT CARD** annually to their club registrar as proof of ongoing active status. The DATE OF ISSUE and WARRANT CARD NUMBER should be recorded on SurfGuard in lieu of a WWCC. They must still obtain an NPC if their position in a club warrants one.

### Enter a WWCC or NPC into SurfGuard

The authorised delegate can edit a member's record in SurfGuard to reflect a new or updated WWCC or NPC.

See flow chart on pages 4 and 5 for a step by step guide.

The delegated officer is responsible to ensure a club's records of WWCC is up to date. Periodic quality checks are important to ensure information is current and correctly recorded.

### IMPORTANT: If a status changed or revoked

If a delegated authority receives a notification that a WWCC clearance has changed or been revoked (an automatic process from DHS Screenings Unit), SLSSA must be notified immediately via email, telephone or by using the online reporting tool on the national website:

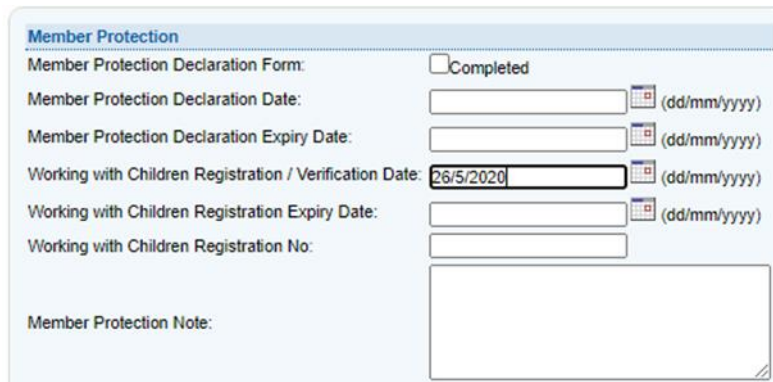
<https://sls.com.au/safeguarding/>

If a clearance has been revoked, the club must take immediate steps to ensure that member is no longer working with children.

### Entering a WWCC into Surfguard:

Surf Club Officers are able to enter WWCC and NPC information into Surfguard. The instructions below will show how to correctly enter the WWCC information. Please see page 5 for NPC instructions.

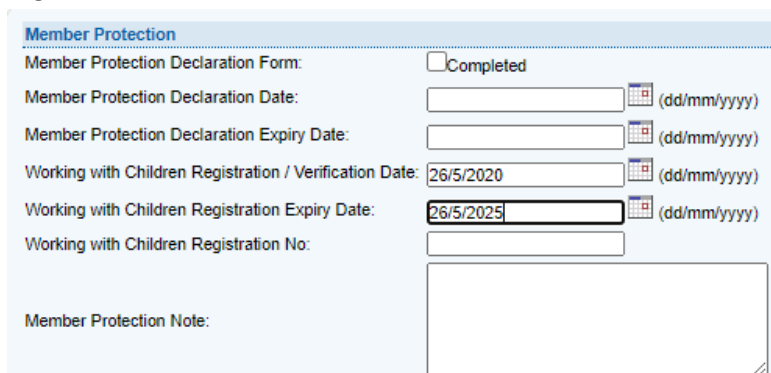
**Step 1:** Enter the date the WWCC was verified. This is the date that you have verified the check through the DHS site. (screening.sa.gov.au)



The screenshot shows the 'Member Protection' form with the following fields:

- Member Protection Declaration Form:  Completed
- Member Protection Declaration Date:  (dd/mm/yyyy)
- Member Protection Declaration Expiry Date:  (dd/mm/yyyy)
- Working with Children Registration / Verification Date:  (dd/mm/yyyy)
- Working with Children Registration Expiry Date:  (dd/mm/yyyy)
- Working with Children Registration No:
- Member Protection Note:

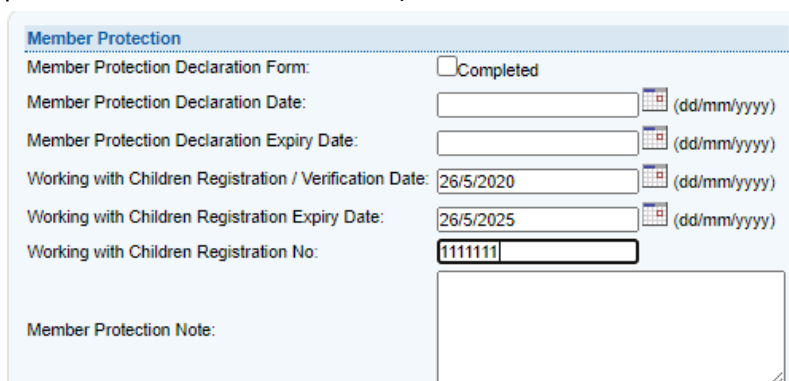
**Step 2:** Click the box underneath and enter the expiry date – this is five (5) years from date of registration.



The screenshot shows the 'Member Protection' form with the following fields:

- Member Protection Declaration Form:  Completed
- Member Protection Declaration Date:  (dd/mm/yyyy)
- Member Protection Declaration Expiry Date:  (dd/mm/yyyy)
- Working with Children Registration / Verification Date:  (dd/mm/yyyy)
- Working with Children Registration Expiry Date:  (dd/mm/yyyy)
- Working with Children Registration No:
- Member Protection Note:

**Step 3:** Once you have entered your verification date and expiry, enter the registration number. This number is **located at the top of any WWCC and typically starts with SRN**. (if it is an older check please use the reference number)



The screenshot shows the 'Member Protection' form with the following fields:

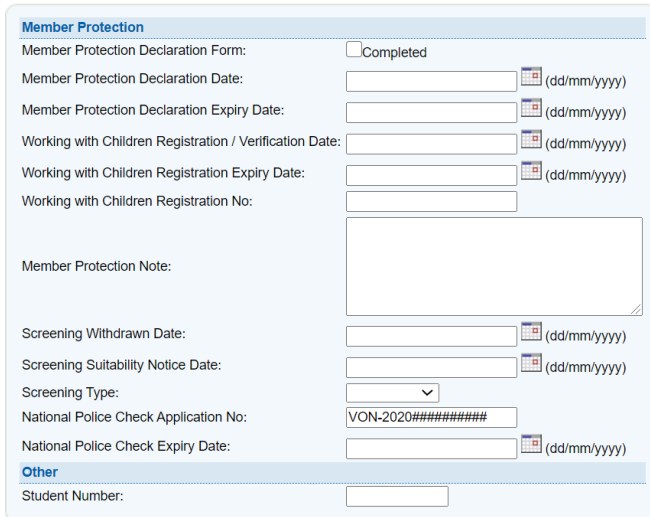
- Member Protection Declaration Form:  Completed
- Member Protection Declaration Date:  (dd/mm/yyyy)
- Member Protection Declaration Expiry Date:  (dd/mm/yyyy)
- Working with Children Registration / Verification Date:  (dd/mm/yyyy)
- Working with Children Registration Expiry Date:  (dd/mm/yyyy)
- Working with Children Registration No:  (dd/mm/yyyy)
- Member Protection Note:

**Ensure the information is saved before exiting the screen.**

## Entering a NPC into Surfguard:

The instructions below will show how to correctly enter the NPC information.

**Step 1:** Enter the reference number of the NPC. This will usually begin with *VON-* and the year the NPC was conducted.



The screenshot shows a web form titled "Member Protection". It contains several input fields and a checkbox. The fields are: "Member Protection Declaration Form" (checkbox labeled "Completed"), "Member Protection Declaration Date" (calendar icon, format dd/mm/yyyy), "Member Protection Declaration Expiry Date" (calendar icon, format dd/mm/yyyy), "Working with Children Registration / Verification Date" (calendar icon, format dd/mm/yyyy), "Working with Children Registration Expiry Date" (calendar icon, format dd/mm/yyyy), "Working with Children Registration No." (text input), "Member Protection Note" (text area), "Screening Withdrawn Date" (calendar icon, format dd/mm/yyyy), "Screening Suitability Notice Date" (calendar icon, format dd/mm/yyyy), "Screening Type" (dropdown menu), "National Police Check Application No." (text input with value "VON-2020#####"), "National Police Check Expiry Date" (calendar icon, format dd/mm/yyyy), and "Student Number" (text input). A blue header bar at the bottom of the form is labeled "Other".

**Step 2:** Enter the expiry date; SLSSA current policy is **THREE YEARS** from the date of the NPC.

**Ensure the information is saved before exiting the screen.**