



# 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, Anglesea SLSC require 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.

## PROVIDING WWCC EVIDENCE

A copy of your WWCC Assessment Notice will be mailed to the Club from the Department of Justice (DoJ) once we have been correctly nominated as a place of volunteering. Your WWCC card is insufficient evidence that this has been done.

### Updating an existing WWCC

Follow these steps to update your Volunteer or Employee WWCC:

1. Login to your [MyCheck Account](#).
2. Click on "Change or Update My Details".
3. Click on the "add an organisation" button (you may need to scroll down)
4. Enter the contact details. Click "update".
5. Repeat steps 3 & 4 for Anglesea SLSC and Life Saving Victoria.
6. Tick the box to "declare that the information provided is true and correct".
7. Click "submit" - vital for your changes to take effect.

### Apply for a WWCC

Click [here](#) to apply.

### Providing Temporary Evidence

Send the [Club Office](#) either of the following as temporary evidence prior to us receiving your WWCC Assessment Notice. Temporary evidence is valid for one month:

1. A copy of your MyCheck home screen (from the WWCC website) showing your **name, WWCC Card number, expiry date and the registered organisations**.
2. A copy of your application form (when you apply for a new WWCC) showing your name and registered organisations AND the Post Office receipt. There is no charge for Volunteer WWCCs.

### Contact Details for places of volunteering

Anglesea SLSC	Life Saving Victoria
5263 1107	03 9676 6930
PO Box 87, Anglesea, 3230	PO Box 353, South Melbourne 3205

### Support

WWCC Support Desk - **1300 652 879**. Available weekdays from 8.30 am – 5 pm except public holidays.

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

Please complete the following steps to fulfill the Club's Member Protection requirements via an existing Victorian Teachers Institute (VIT) registration:

1. Send the [Club Office](#) an image of your VIT card or your VIT registration number;
2. Click [here](#) to update your VIT Registration to nominate both of the following as places of volunteering:
  - Anglesea Surf Lifesaving Club (Administration Coordinator, [info@angleseaslsc.org.au](mailto:info@angleseaslsc.org.au), 5263 1107)
  - Life Saving Victoria (LSV Human Resources, [hr@lsv.com.au](mailto:hr@lsv.com.au), 03 9676 6944)

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

- ***a receipt for a WWCC application or a copy of your MyCheck home screen (for renewals and change of details)***  
***OR***
- ***an image of your VIT or your VIT registration number.***