

MEMBER SCREENING POLICY

SURF LIFE SAVING WESTERN AUSTRALIA INC.

Adopted by the SLSWA Board of Directors 25th September 2003

BACKGROUND

Member protection, and in particular member screening, is a risk management process to avoid losing and harming members. With the adoption of the SLSA Member Safety and Wellbeing Policy in October 2005, SLSWA is committed to that policy's implementation.

The SLSA Member Safety and Wellbeing Policy aims to ensure our core values, good reputation and positive behaviours and attitudes are maintained. It assists us in ensuring that every person involved in Surf Lifesaving is treated with respect and dignity, in a safe and supportive environment. This policy also ensures that everyone involved in Surf Lifesaving is aware of his or her legal and ethical rights and responsibilities.

SLSWA MEMBER PROTECTION POLICY

An important aim of the SLSWA Member Protection Policy is to protect members who are 18 years of age and under from all forms of maltreatment while under the care and management of any Surf Lifesaving member, particularly those in a leadership position. All members have a responsibility to provide safeguards dedicated to the well being of those under the age of 18 years.

Member screening aims to ensure that those who may pose a risk to minors are not employed in a paid or voluntary capacity in positions where children and young people might be placed at risk. Those who 'pose a risk' are people who have (and continue to) or who are likely to sexually, physically and emotionally abuse and neglect children and young people.

MEMBER SCREENING POLICY

SLSWA is committed to the health, safety and well being of all its members and is dedicated to providing a safe environment for participating in Surf Lifesaving activities. The abuse of members by other members or external sources is not acceptable and will not be tolerated.

Members who are primarily involved in any role that has contact with minors during Surf Lifesaving activities **MUST** follow the screening procedures. When a Club or SLSWA employs, seeks nominations or expressions of interest for appointment for child-related positions, information should be provided to the applicant indicating the screening process and criteria for the position.

Where the preferred applicant refuses to sign the consent form for a criminal history check, the appointing body should not proceed with their application or appointment.

The following list provides an example of positions that require applicants to be screened:

- Junior Activities officers, coaches, team managers and assistants.
- Age group managers, assistants and water safety officers.
- Cadet/Youth Officer.
- Chief Instructor and Training Officers.
- Club Executive and Committee members.
- Club Administrators/Secretaries
- Club coaches and assistants.
- State and Club Team Managers, Coaches, Chaperones and Assistants.
- Leaders, instructors and chaperones involved in a live in situation at any time.
- Competition Officials
- Patrol Captain's (Volunteer National Police Check Only)
- General Patrol members do not require a member screening check

Policy Review

SLSWA is committed to constantly reviewing and monitoring the progression of the screening procedures to ensure successful implementation.

MEMBER SCREENING PROCEDURE

Clubs should develop their own Position Descriptions for each role within the Club. This will help determine which positions may require member screening and assist in the referee checks during the member screening procedure.

Confidentiality

Any information obtained during this procedure must not be provided to any person not authorised to access such information. Clubs and SLSWA should collect and hold personal information relating to the checking process in accordance with the SLSA Privacy Policy.

Requirements

When an appointing body such as a Club or SLSWA receives a request or nomination for appointment to a position, which involves contact with children, the appointing body shall:

1. Interview applicants as to their suitability for the proposed position, including reference checks, and their suitability for involvement with children;
2. Complete either a Volunteer National Police Check **or** a Working with Children Check on the preferred applicant. This must be updated/renewed every three years.
3. Record the member screening check on Surfguard and file in a confidential manner.

Members must fulfil the member screening requirements to the satisfaction of SLSWA during their term of appointment, and if their circumstance of suitability changes, he/she shall be responsible for immediately providing any information to the appointing body that may affect their suitability under this policy and procedure.

MEMBER SCREENING PROCEDURE

Step 1: Apply/ Nominate

Club members should apply/nominate for positions as per club procedures. (See appendix A for an example of a Club application/nomination/position appointment form).

Step 2: Interview and reference checks.

The appointing body should conduct an appropriate interview and reference check with applicants, particularly those who are new to the club. (See appendix B for an example of an interview form and appendix C for an example of a reference check form and appendix E for more information on checks).

Step 3: Criminal history check.

The applicant fills out the appropriate check (see appendix D, member screening flowchart).

Volunteer National Police Check: Appointing body checks for ID and correct transfer of information onto the form and sends to SLSWA for processing.

Working with Children Check: Club member fills out pre signed forms (ordered from SLSWA) and takes booklet to an Australia Post Office with appropriate ID as stated in booklet for processing.

Step 4: Notification

Volunteer National Police Check: Clubs are notified of all members who are deemed to have 'no record'.

Working with Children Checks: Club member receives a Working with Children Check card in the mail.

SLSWA and clubs are notified of all members who are deemed to have 'no record'.

The CEO of SLSWA is notified of any member who is deemed to have a "record" and makes contact with that member directly and confidentially. The CEO will then update the club on his findings.

Step 5: Recording and maintaining screening records

Clubs **MUST** update Surfguard for all members who have completed a criminal history check and file all records of member screening in a confidential manner.

MEMBER SCREENING PROCEDURES

FLOWCHART

Step 1
Nomination/Application



As per club procedure.
See appendix A for example nomination form.



Step 2
Interview and reference check



See appendix B, C and E for examples and information.



Step 3
Criminal History Check



See appendix D for guidance.
Download Volunteer National Police Check from website and order WWCC booklets from SLSWA



Step 4
Notification



WA Police will return the results to SLSWA.
Department of Child Protection will return the results to applicant and SLSWA who will then notify the clubs



Step 5
Recording and maintaining screening records.



Club updates Surfguard and confidentially files records for all members who complete member screening.

Process for Criminal History Checks

Refer to appendix D to work out which check must be completed by club member.

VOLUNTEER NATIONAL POLICE CHECK	WORKING WITH CHILDREN CHECK
<ol style="list-style-type: none"> 1. Volunteer National Police Check forms (appendix F) can be downloaded from our website: mybeach.com.au/memberscreening 2. Applicants fill out form. 3. Appointing body checks ID and correct transfer of all information required on form. 4. Appointing body sends completed forms to SLSWA for processing. 5. SLSWA registers the information with the police. 6. The Police will return the results of the criminal history check in confidence, to the CEO of SLSWA 7. “No record” response: SLSWA notifies the club of all members who have been deemed to have ‘no record’. 8. “Record” response: SLSWA contacts any members directly who have been found to have a ‘record’. The applicant would then be required to obtain a National Police Certificate at their own expense, and discuss these findings with the CEO of SLSWA. Clubs will then be notified. 9. Clubs to update Surfguard for all members who have completed a criminal history check. 	<ol style="list-style-type: none"> 1. Clubs to order Working With Children Check booklets with instruction sheet (Appendix G) from SLSWA 2. Applicants complete the booklet and return to SLSWA for signing. 3. Once signed, SLSWA will return booklet to the applicant. 4. Applicant takes booklet to an Australia Post Office with Identification checks for processing. 5. The Department for Child Protection will return the results of all criminal history checks, in confidence to the CEO of SLSWA and to the applicants directly. 6. “No record” response: SLSWA notifies club of all members who have been deemed to have ‘no record’. Applicant receives a Working with Children Check card in the mail. 7. “Record” response: SLSWA contacts any members directly who have been found to have a ‘record’. These members would be unable to be involved in any contact with junior members under the age of 18 years. 8. Clubs to update Surfguard for all members who have completed a criminal history check.

Surf Life Saving clubs must maintain, in a confidential manner, records of member screening.

Members must notify SLSWA & Working With Children immediately if they are charged or convicted with a Class 1 or Class 2 offence

For more information on member screening please contact the Health and Development Coordinator SLSWA during business hours on 9207 6666 or email rscully@slnswa.com.au Alternatively contact Working With Children Check – www.checkwwc.wa.gov.au

EXAMPLE CLUB APPLICATION / NOMINATION / POSITION APPOINTMENT FORM

Name _____

Address _____

Contact phone number _____

Position applying, nominating or being appointed to: _____

Does this position involve contact with children? Yes / no
(If yes, please give names of two referees, if No please just sign below).

Name of Two Referees:

Type of Referee: Personal / Employer / Past Employer Company: _____

Name: _____ Contact phone Number: _____

Type of Referee: Personal / Employer / Past Employer Company: _____

Name: _____ Contact phone Number: _____

Signed by applicant: _____

The club will contact you to make a time to hold an interview. When you attend the interview, could you please bring with you the following -

- Documentation to show proof of Identity eg Drivers license with photo, passport.
- Any police clearances that are no more than six months old.
- A Working With Children Check Card if already issued.

EXAMPLE MEMBER SCREENING INTERVIEW FORM**Applicant Details:**

First Name:

Middle Name:

Surname:

Previous Names / Aliases:

Gender:

Male

Female

Date of Birth:

Place of Birth (city, state, country):

Current Address:

Position Applying for:

Interview and ID checks:

Interviewers present	Signed
1.	
2.	
3.	

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
- Proof of Identity documentation with photograph used:

Passport	Yes / No	Number: _____
Driver's License	Yes / No	Number: _____
Other	Yes / No	Details: _____

EXAMPLE REFERENCE CHECK FORM

1. Name: _____ Contact Number: _____

Date of check: _____ Method: Phone In person Other: _____

Comments: _____

_____ Completed by: _____

Script for Referee checks by phone

This is only a guide and can be adapted by the interview panel, or the person doing the referee check. Once in contact with the nominated referee:

My name is(Interviewers Name) of the Surf Life Saving Club.

I am calling with regards to a referee check for(Name of applicant)

He/she has applied for a position as.....

It is the policy of theSLSC (your club name) and SLSWA that all people who are to be appointed to officer positions within the club are screened under the Member Screening Policy. This policy relates to the screening of members who are primarily involved in direct contact with children during surf lifesaving activities where that contact is not directly supervised.

What is your relationship to the applicant?

Do you know if they have been involved with supervising minors before? If so, in what capacity?

.....
.....

The position that they have applied for involves (List key duties).

From your knowledge do you believe..... (The applicant) would be a suitable applicant for this role? YES / NO

Comment:.....

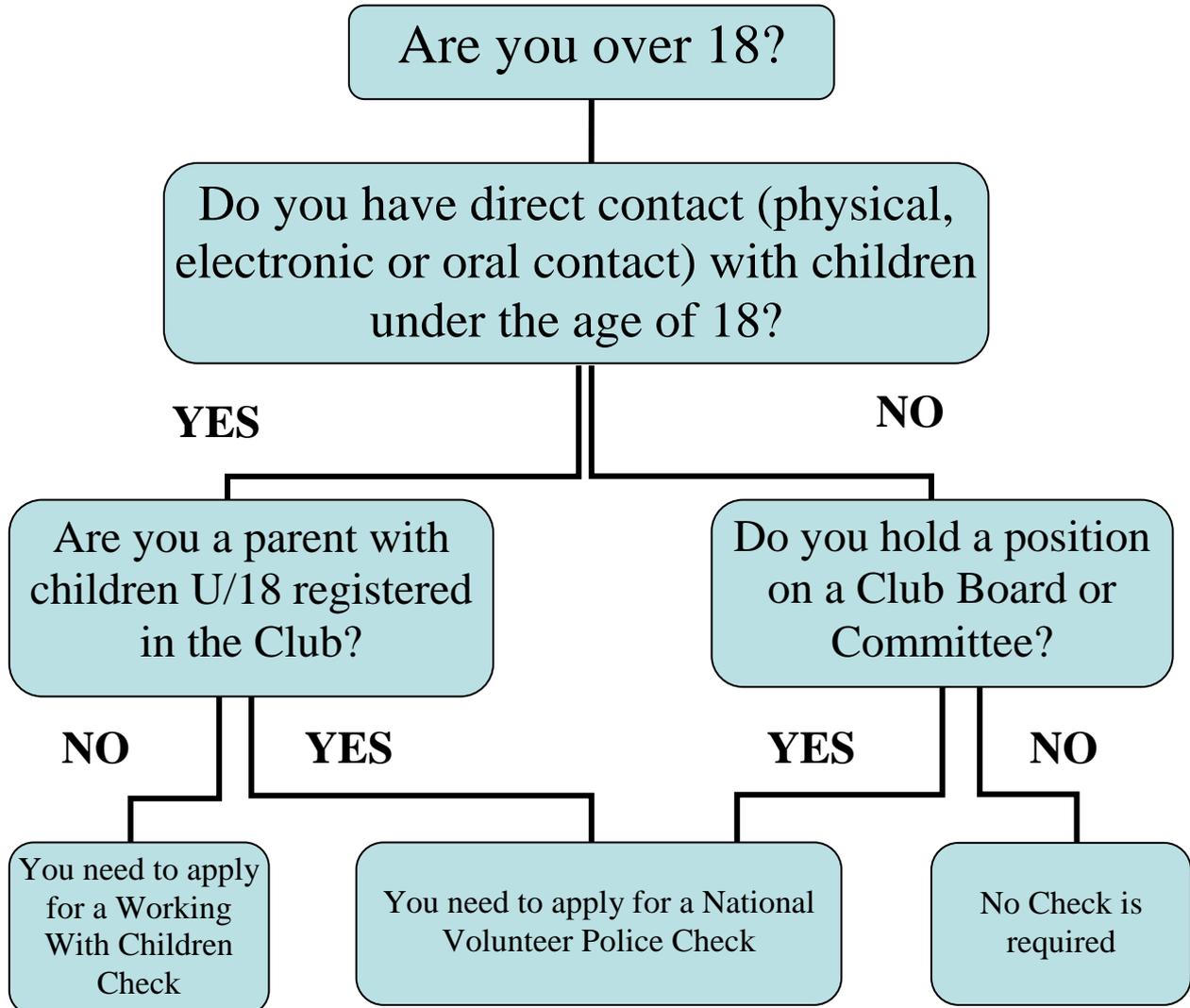
Are you aware of any previous history involving children that would preclude this applicant from undertaking a position involving children?

Is there anything else you would like to add or questions you would like to ask about this referee check?

.....
.....

Thank you for your time.

MEMBER SCREENING FOR VOLUNTEERS



- Parents/Personnel attending an **Overnight camp** regardless of the accommodation or how many children are involved are required to obtain a Working With Children Check
- Patrol Captains only require a NVPC
- General patrolling members do not require a check

Members must notify SLSWA & Working With Children immediately if they are charged or convicted with a Class 1 or Class 2 offence

For more information on member screening please contact the Health and Development Coordinator at SLSWA during business hours on 9207 6666 or email rscully@sksa.com.au
 Alternatively contact Working With Children Check – www.checkwwc.wa.gov.au

INTERVIEWS AND REFERENCE CHECKS

Interviews and reference checks are an important part of the screening process. It is important to maintain the integrity and confidentiality of the checking process by conducting these checks, using the appropriate people, preferably with appropriate training.

Interviews

Interviews are aimed at obtaining information on the applicants understanding of their role and good character. During the interview it is important to observe the behavior of the applicant and document any findings regarding the appearance of the applicant, reactions to questions, manner and interpersonal skills. (Please refer to Appendix B for sample questions and information regarding interviews).

Where an applicant refuses to be interviewed or to give the names of two referees, the appointing body should not proceed with their application.

Conducting interviews

The following steps are suggested for conducting interviews:

- Make contact with the applicant to organise a suitable time to conduct the interview.
- Only questions that relate specifically to the person and the applicants work performance and good conduct should be asked, as well as special qualifications they may have to be able to fulfill the role they are pursuing in the club.
- Adequate documentation of proof of identity, such as a driver's license or other documents with a photograph, must be sighted and documented.
- All relevant information gained during the interview should be documented and filed appropriately.

Reference Checks

Reference checks are a collection of employment related information concerning past work (volunteer or paid) performance obtained from supervisors or other people with a direct personal knowledge of the current or previously held positions. The example questions are aimed at confirming information gained during the interview and obtaining information on the applicants work performance and good character. (Please refer to Appendix C for sample questions and information regarding reference checks).

Conducting reference checks

The following steps are suggested for conducting reference checks:

- It is preferable that reference checks are obtained orally to eliminate vague or unspecific information.
- The questions asked should relate to the applicant and the role that they are pursuing in the club.
- All relevant information gained during a reference check should be documented and filed appropriately.

APPLICATION FOR VOLUNTEER NATIONAL POLICE CHECK

This is not an application for a National Police Certificate

Part A: Personal Details (To be completed by volunteer)
(See page 2 for instructions for completing this form and further information)

SURNAME: _____

GIVEN NAMES: _____

PREVIOUS, MAIDEN OR ALTERNATIVE NAMES: _____

DATE OF BIRTH: _____

MOTOR DRIVERS LICENCE NUMBER: _____ STATE OF ISSUE: _____
(If applicable)

HAS A WORKING WITH CHILDREN CARD APPLICATION BEEN SUBMITTED? YES/NO

Working with Children Application Number

Part B: Statement of Consent and Indemnity (To be signed by volunteer)

I consent to a check of the records of all Australian Police jurisdictions and to the acknowledgement of the existence of any court outcomes and/or pending charges being provided to an approved volunteer group.

In consideration of WA Police releasing an acknowledgment of any court outcomes or pending charges, under this application, I hereby indemnify the state of WA, its servants and agents including all members of WA Police against all actions, suits, proceedings, causes of actions, costs, claims and demands whatsoever which may be brought or made against it or them by any body or person by reason of or arising out of the reason of any details of any court outcomes and other information recorded against my name purporting to either relate to or concern me.

VOLUNTEER'S SIGNATURE _____ DATE _____

Part C Checklist (To be completed by representative of volunteer group)

Volunteer's personal identification checked	YES
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Working with Children Application Sighted if applicable	YES
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I, being a representative of the following volunteer group, request a Volunteer Police Check and confirmation as to whether the above named volunteer has any court outcomes and/or pending charges.

The individual's proof of identity has been checked and I confirm that the individual volunteer is in fact the person named in this form.

Any information received will be treated confidentially and used for the sole purpose of screening volunteers. This information will not be released to any third party.

I confirm that the above named will be conducting volunteer work within the set criteria for this scheme.

NAME OF VOLUNTEER GROUP _____

REPRESENTATIVE'S NAME AND SIGNATURE _____

Page 1 of 2

APPLICATION FOR VOLUNTEER NATIONAL POLICE CHECK

This is not an application for a National Police Certificate

Instructions for completing page 1 of this form

Volunteers - please ensure that you:

- Write in ink, use BLOCK LETTERS and complete all sections of Part A (Personal Details).
- Sign and date Part B (Consent and Indemnity) on page 1 of this form
- Do not alter or delete the wording on the form in any way

Representative of Volunteer Group - please ensure that you:

- Complete Part C (checklist and certificate)
- Ensure suitable Proof of Identity is produced and the details on Part A (Personal Details) are completed correctly
- Retain this completed form in a secure place for a period of 2 years, as WA Police may audit any volunteers checks conducted.

Proof of Identity

Primary Identification, includes

One or more of the following documents must be produced as proof of identity by the applicant:

- Previous or current Australian driver's licence with a photograph
- Australian Passport (not expired by more than 2 years)
- Current overseas Passport
- Birth Certificate or Extract of Birth (support document must also be produced if birth name has changed by marriage or deed poll)
- Visa or Immigration document
- Australian Document of Identity
- Australian Citizenship Papers

Secondary Identification

Where only one type of Primary Identification is produced, a second form of identification must also be produced, which may include:

- ATM access card issued by a financial institution
- Credit card (i.e. Visa, American Express, Diners, Bankcard etc.)
- Pension card issued by Veteran Affairs or Centre Link

What Is A Volunteer National Police Check

Western Australia

The criminal records database used by WA Police contains court outcome and charge information resulting from investigations initiated by police. Many offences are investigated and prosecuted by non-police agencies. The details of court outcomes and pending charges resulting from these investigations may not be included in the screening process. The release of certain court outcomes (eg. spent convictions) and pending charge information is restricted by legislation. Such information will not be acknowledged in the reply to the volunteer group.

Other Australian Police Jurisdictions

Where a police record with another Australian police jurisdiction has been identified, any relevant legislation and release policy governing that police jurisdiction will be applied before it is acknowledged. Under various sections of Commonwealth, State and Territory legislation a person has the right, in particular circumstances or for a particular reason, to not disclose certain court outcomes and pending charges. Such court outcomes and pending charges will not be acknowledged, providing this is in accordance with relevant legislation or release policy. If further information is required in relation to the legislation and release policies of any police jurisdiction, please contact that individual police jurisdiction directly.

The CrimTrac Agency

WA Police will utilise the services provided by the Commonwealth CrimTrac Agency to search and collate records held by other Australian police jurisdictions.

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SLSWA Working With Children Check Guide

Step 1 Do you require a Working With Children Check – please complete checklist below

(Please refer to the SLSWA Member Protection Policy for further information)

Are you a volunteer over the age of 18?	Yes No	If NO then you do not require a WWC check. If YES continue
Are you involved in Activities with members under the age of 18?	Yes No	If NO then you do not require a WWC check. If NO and you hold a position on a Board then you require a National Volunteer Police Check. If YES continue
Are you a parent with children U/18 registered with the club?	Yes No	If NO you will require a WWC check. If YES you only require a National Volunteer Police Check and are exempt from the WWC check unless on overnight camps where all require a check

Step 2 If you require a Working With Children Check – for Club or Individual to complete

If you require a Working With Children Check please complete the form using **Black Pen**

Complete Parts 1 to 4

Complete Part 5 - The category of work for SLSWA is usually 12 for a club or 15 for overnight camps – please double check this is correct for you.

In Name of Organisation please enter your Surf Club name eg: Trigg Island SLSC or Esperance SLSC

In Applicants Job Title please be specific as WWC unit do not know our terminologies

U/18 Age Managers U/18 Official U/18 Coach U/18 Overnight Camp Leader

If you are not sure please call Renée Scully 9207 6666 to confirm position title

Leave Part 6 & 7 blank – SLSWA will complete

Complete and sign Part 8 but **do not attach a photo** as the post office will take your photo when processing the completed form.

Once completed and the below endorsed by your club please send attention to: **Renée Scully SLSWA PO Box 700 WA 6914**. I will then complete the additional information and have Paul Andrew CEO of SLSWA sign before posting back to you.

Step 3 Processing

Once you receive the completed form back, please take to the post office for your 100 point check, photo and processing.

This check can take 6 – 8 weeks to process so please keep your receipt on you as this is adequate for you to begin Working With Children until your card arrives.

Please do not hesitate to contact me with queries: [Renée 9207 6666](tel:92076666)

Club Endorsement

(must be completed and attached to the WWC form when sending to SLSWA)

Name of Volunteer Requiring a Check : _____ Date : _____

Position of Volunteer : _____ Signature: _____

Club Officer Name : _____ Surf Club : _____

Club Officer Position : _____

Australian for life.

