

Circular 3328

September 2013



Membership and Volunteer/Student Declaration (Working With Children Check) Forms

Attention: Club Presidents; Club Secretaries; Member Protection Information Officers; Registrars; branch Directors of Member Services

Actioned by: Individuals who register members

Date: 3rd September 2013

Contact: Member Services
Phone: 02 9471 8000
Fax: 02 9471 8001
Email: memberservices@surflifesaving.com.au

Summary	Details the updated requirements of members to complete the Membership and the SLSNSW Member Protection Declaration forms
Objective	Communicate the requirements in relation to these and to meet the requirements of the Child Protection (Offenders Regulation) Act 2000 and the Commission for Children and Young People Act 1998
Action Plan Ref No.	2.2.2 facilitate Member Safety and Wellbeing
Action	Ensure all members complete the membership form and that all members over the age of 18 and any members under the age of 18 who work with children also complete the SLSNSW Member Protection Declaration form

MEMBERSHIP FORM

The Membership Form must be completed and signed by all members at the beginning of each season whether joining, renewing or transferring membership. A copy of the membership form can be viewed on the SLSA website at <http://www.slsa.com.au/site/content/resource/00001272-docsource.pdf>

Member Renewal Forms

The Membership Renewal forms are easily produced in the report section of SurfGuard. The membership form with the members current details included is produced. This increases efficiency for members in updating members' details on SurfGuard. Details on how to do this can be found in the SurfGuard user guide <http://www.slsa.com.au/site/content/resource/00001886-docsource.pdf>

SurfGuard

All members must be entered on SurfGuard, go to <https://www.surfguard.slsa.asn.au>

SLSNSW MEMBER PROTECTION DECLARATION FORM

The Commission for Children and Young People Act 1998, require Surf Life Saving New South Wales (SLSNSW) to ask all new members and volunteers and members renewing their membership after a leave of absence of at least one season, to sign the new SLSNSW Member Protection Declaration.

All new members, and volunteers, over the age of 18 and those members under the age of 18 who work with children (eg: 16yr olds who help train the U/8 Nippers, provide water safety for Nippers, etc) MUST sign the SLSNSW Member Protection Declaration Form ONCE ONLY. Members under 18 years can have a parent or guardian co-sign.

SLSNSW require clubs to keep the signed SLSNSW Member Protection Declaration form in a secure location for as long as that member is a part of the club and then 3years following our phase in period with the new Working with Children Checks in 2015 (thus 2018)

**** Please note that ALL members MUST sign the new SLSNSW Member Protection Form. This can be done once and then kept until SLSNSW members are phased in with the new Working with Children Check requirements. Clubs must ensure that every member has this box ticked on SurfGuard. For any member that works in industries that have been phased in prior to this time please list their WWCC number in the notes section of the Member Protection section on SurfGuard.**

It is an offence for prohibited persons to sign this declaration or to apply for or attempt to obtain, undertake or remain in child-related employment in any capacity, whether paid, volunteering or self-employed. The maximum penalty for falsely declaring that you are not a person prohibited from child related employment is 12 months imprisonment, 100 penalty units (\$11,000) or both.

The form must be fully completed, printed and signed and then brought to the club to verify the new members' identity. Appropriate identifying documentation (*Driver's License, Passport etc*) will need to be supplied to, and sighted by a club official when a member initially completes the declaration. Club declaration forms can now be randomly audited by the Commission for Children and Young People.

Recording Completion of Form on SurfGuard

The completion of the SLSNSW Member Protection Declaration Form must be recorded in SurfGuard. This involves ticking the Member Protection Form Completed Box and entering the date for the current year.

If applicants do not complete a SLSNSW Member Protection Declaration Form their membership application/renewal cannot be accepted. For any member that works in industries that have been phased in prior to this time please list their WWCC number in the notes section of the Member Protection section on SurfGuard.

What if a member won't sign?

If a member/potential member will not sign the Volunteer / Student Declaration, Clubs are required to request, in writing, that the member sign the declaration (please see below for a template which can be used by clubs). If the member/potential member will not sign the form, they must reply, in writing, stating the legal reasons why they will not sign and include their contact details. If a member/potential member elects to respond their reasons for not signing the declaration, the club is to send a copy of the written response to:

Matthew Hanks
General Manager
Surf Life Saving NSW
PO Box 307
Belrose NSW 2085

The statement will be assessed and Surf Life Saving NSW will advise the club and member/potential member of the decision as to whether the membership application/renewal can be accepted.

If the member/potential member will not sign the form and will not give legal reasons as to why they will not sign the form, the **application for membership or membership renewal is to be rejected**. Please notify Matthew Hanks via email if this occurs: mhanks@surflifesaving.com.au

Related Information

In addition to members and volunteers signing the SLSNSW Member Protection Declaration Form, SLSNSW and its affiliated clubs also follow guidelines set out by SLSA including the Member Protection Policy which is available on the SLSA website (<http://www.slsa.com.au/default.aspx?s=adminresources&id=44>):

New Working with Children Check

The *Child Protection (Working With Children) Act 2012*, was passed by the NSW Parliament in June 2012 and the Government have announced that a new Working With Children Check will be phased in over the next five years. Surf Life Saving NSW is not due to be phased in under the "new" forms until 2015. **Until this time an interim form will be used to comply with existing legislation. ALL** surf clubs are to ensure that **ALL** members (new, renewing and transferring members) sign the SLSNSW Member Protection Form to comply with updated processes. SLSNSW will continue to advise Clubs and Branches of any changes or updated as soon as they become available.

Template to SLSC Member who has not signed the SLSNSW Member Protection Declaration Form

(Name)

(Address)

(Suburb; Post Code)

Date

Dear *(Name)*

In order for *(enter your SLSC)* to accept your membership application/renewal, *(enter your SLSC)* must receive a signed copy of the SLSA Membership Application and Declaration and a signed copy of the SLSNSW Member Protection Declaration. *(Enter your SLSC)* need these documents to follow SLSNSW policy and meet the requirements of the Child Protection (Prohibited Employment) Act 1998 and the Commission for Children and Young People Act 1998.

In accordance with the law and SLSNSW policy, **all SLSNSW members, and volunteers, over the age of 18 and those members under the age of 18 who work with children** (eg: 16yr olds who help train the U/8 Nippers, provide water safety for Nippers etc) **need to sign the SLSNSW Member Protection Declaration**. Members under 18 years can have a parent co-sign. Please refer to the 2013 Membership and SLSNSW Member Protection Declaration Circular, available on the SLSNSW website www.surflifesaving.com.au, for further details.

Enclosed is the new SLSNSW Member Protection Declaration Form. Please complete this document and return it to:

(Enter relevant SLSC details)

If you have legal reasons for not filling out the declaration, can you please write a formal letter indicating these reasons and send it to:

(Enter relevant SLSC details)

(Enter relevant SLSC details) will pass the information on to SLSNSW. SLSNSW will then assess the response and advise *(enter relevant SLSC details)* and yourself as to whether your membership application/renewal is accepted or rejected.

If you choose not to complete a SLSNSW Member Protection Declaration Form nor respond in writing, stating your legal reasons for not signing the declaration, your membership application/renewal cannot be accepted.

Sincerely

(Enter relevant SLSC details)