

Circular

Title:	Member Screening, Complaints & Relevant SLSA Documents
Date:	7 September 2023
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Department:	Member Development
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Audience:	Club Presidents, Member Protection Officers (MPIO), Complaint Managers
Summary:	This Circular contains information regarding the updated SLSWA Member Screening Policy as well as information on Member Protection and Complaints.
Action:	Presidents/Club Administrators are to review the new WWC Screening Unit requirements and ensure the names of the club's MPIO Officer and Complaint Managers are inputted on SurfGuard
Attachments:	<ol style="list-style-type: none"> 1. SLSWA Member Screening Policy (Updated) 2. SLSWA Member Screening Flowchart 3. Volunteer Declaration Form

Introduction

There have been recent changes to the *Working with Children (Screening) Act 2004* (WA) which has required some updates to our **Member Screening Policy**. As a result, the SLSWA Board has endorsed (and we attach for your reference) an updated version of the Policy to address best practice compliance in relation to the new legislative requirements.

The main change to the Policy relates to recommended compliance practices regarding the new legislative requirement that individuals who have been issued an Interim Negative Notice or Negative Notice by the Working with Children Screening Unit (which means they cannot work in child related work) cannot be eligible for a Parent Exemption or Child Volunteer Exemption. Previously individuals could gain an exemption fully knowing they had an Interim Negative Notice or Negative Notice, now they can be prosecuted for this.

This legislative change has been made to address a loophole in the previous law. As part of this change the Working with Children Screening Unit has recommended that all organisations have in place a **Volunteer Declaration Form** that ensures any parent/child volunteer sitting under an exemption declares that they do not have a Interim Negative Notice/Negative Notice and are eligible to access the relevant exemption. SLSWA has prepared (and attached) a Volunteer Declaration Form for Clubs to use based on the recommended template provided by the Working with Children Screening Unit, however, individual Clubs may wish to investigate online options to gather and store these important declarations. We have also attached a **SLSWA Member Screening Flowchart** which can be used by the clubs as a reference tool regarding Working with Children screening requirements.

Member Screening

Affiliated clubs should be aware of the following obligations on them in relation to member screening requirements in accordance with the updated SLSWA Member Screening Policy:

1. Appoint a **Member Protection Officer** (MPIO) to carry out member protection and member screening duties.
2. Ensure all paid employees hold a current and valid Working with Children Card.
3. Use the SLSWA Member Screening Flowchart to determine the status of each member.
 - a. Ensure non-exempt volunteering members who are 18 years of age or older obtain or hold a Working with Children Card.

- b. Ensure exempt volunteering parent and youth members (13 – 17 years) complete the Volunteer Declaration Form if they are not a holder of a Working with Children Card.
- c. Ensure non-volunteering members do not volunteer in any capacity and if they do reassess their status.

MPIOs should be familiar with the updated SLSWA Member Screening Policy document. They play a vital role in providing members with information in relationship to concerns, complaints or grievances they may have and seek advice on.

Compliance with the SLSWA Member Screening Policy is a requirement of each club's SLSWA Woodside Nipper Agreement. Clubs will be required to input their MPIO onto SurfGuard in the Officers list prior to final sign off of the Agreement. The payments, that form part of these Agreements, will not be made to clubs should they fail to input their MPIO on SurfGuard.

Complaints

As part of Surf Life Saving Australia's commitment to Child Safe, Inclusion and Member Protection an [online complaints](#) portal is available via on the SLSA website www.sls.com.au where members and non-members can lodge a child safe matter, complaint or grievance. Each club is required to nominate at least one Complaint Manager (not the Club MPIO) so relevant online complaints can be directed to them. Clubs can nominate up to three Complaint Managers and again they must be entered on SurfGuard in the Officers list to allow them access to the Complaints Portal.

Relevant SLSA Documents

All club officers, especially Club MPIO's and Complaint Managers, should be familiar with the following relevant and **recently updated SLSA Policies and Guidelines**. After a review and consultation with Sport Integrity Australia these documents have been designed to ensure SLS have adopted best practice. Please note, the links provided are to the Members Area where the documents are located, you will therefore need a Members Area Account to log in and view these documents. Alternatively, the documents can be found on the SLSA Website.

1. [Policy 6.02 - Privacy](#)
2. [6.04A – Child Safe Commitment](#)
3. [Policy 6.04 – Child Safe](#)
4. [Child Safe Code of Conduct – Do's & Don'ts](#)
5. [Child Safe Guideline – Handbook for Clubs](#)
6. [6.05A – Inclusion & Diversity Statement](#)
7. [Policy 6.05 - Member Protection](#)
8. [Policy 6.06 – Complaints Resolution](#)
9. [Policy 6.20 – Social Media](#)
10. [Policy 6.21 - Photography, Digital Recording & Images](#)

Conclusion

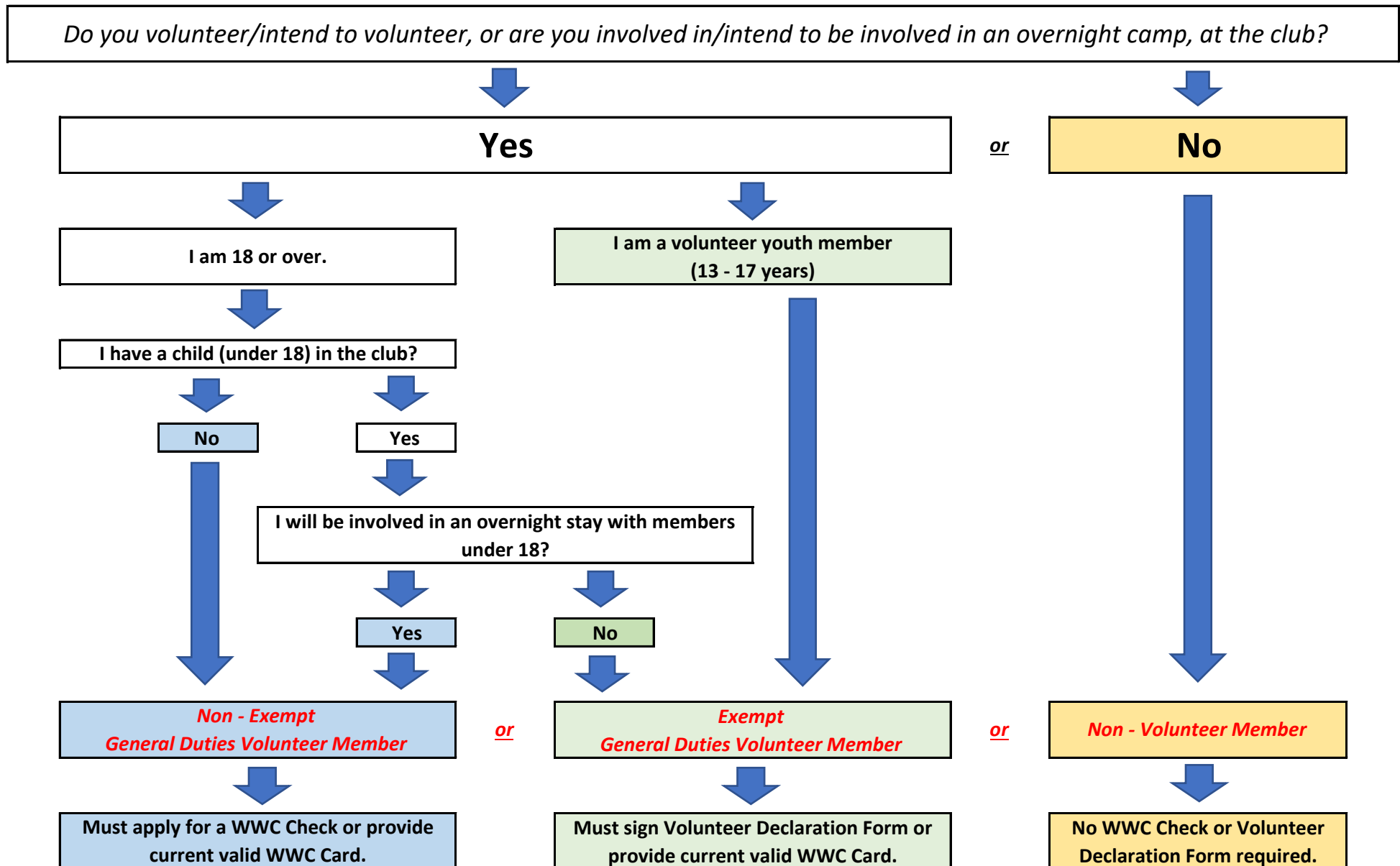
Please direct any questions regarding Member Screening, Member Protection, Complaints or adding Officers onto SurfGuard to David Somers, Member Development Coordinator via email dsomers@slswa.com.au or phone 9207 6666.



James O'Toole
Chief Executive Officer



SLSWA Member Screening Flowchart





Volunteer Declaration Form

Strictly Confidential

This form must be completed by a:

- parent seeking a volunteering exemption in child-related work at a Surf Life Saving WA affiliated club; or
- a youth member, 13 - 17 years of age, volunteering in child-related work at a Surf Life Saving WA affiliated club to be signed by their parent/guardian

Important Notes:

- individuals issued with a **Negative Notice** or **Interim Negative Notice** under the *Working with Children (Screening) Act 2004* are not entitled to access the parent or child volunteer exemptions
- the parent volunteer exemption is not available for parents intending to be involved in overnight camps (Category 15)

Read the following and tick (✓) the box to declare:

Parent Volunteer Declaration	I declare that I do not have a current Working with Children Negative Notice or Interim Negative Notice and that I am eligible to access the Parent Volunteer Exemption.	
Child Volunteer Declaration	I declare that I do not have a current Working with Children Negative Notice or Interim Negative Notice and that I am eligible to access the Child Volunteer Exemption.	

I certify the accuracy of the above information. I am aware I must notify my Surf Life Saving Club if my circumstances change to preclude me from working with children. I will not volunteer if I am issued a Working with Children Negative Notice or Interim Negative Notice.

Volunteer Name:			
Address:			
Telephone:			
Email:			
Signature:		Date:	
Name of parent / guardian of child volunteer (if applicable)			