



Cooks Hill Surf Lifesaving Club

Child Protection Guide

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1 PURPOSE

This document provides guidance on Child Protection and the related processes, requirements and responsibilities of club members, management and administration.

All content, directives and activities, both mandated and discretionary, within this guide are consistent with the policies and procedures of The Office Of Children's Guardian (OCG), Surf Lifesaving Australia (SLSA), Surf Lifesaving New South Wales (SLSNSW) and Hunter Surf Lifesaving (HSLs) as listed in section 9 *Referenced Documents*.

2 SCOPE

This guide applies to Cooks Hill LS & SC Inc, and known by terms as defined in section 3 *Definitions*.

The target audience for this guide is all members and visitors of Cooks Hill over 18 years of age (irrespective of membership category).

This guide applies to the:

- The application for, and administration of, individual and family/group memberships to Cooks Hill.
- The maintenance of membership records and legislative obligations



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- The establishment and maintenance internal operating practices to deliver a participative and inclusive environment for children at Cooks Hill.

3 DEFINITIONS

Terms used in this document are;

Cooks Hill LS & SC	Cooks Hill Surf Club, also known as Cooks Hill, Cooks Hill SLSC, CHSLSC, CHLS&SC and is the applicable entity of this guide and includes all activities by individuals or groups both scheduled and unscheduled and of a Lifesaving nature and of a non-lifesaving nature, including but not limited to, fundraising, administration, travel.
WWCC	Working with children check
OCG	Office of Children's Guardian
Role	An operational role within Cooks Hill that may consist of, but not limited to, tasks, activities and responsibilities to other SLSA members. <i>Refer Annex A</i>

4 BACKGROUND

Cooks Hill aims to provide a safe, diverse and inclusive environment for all members and visitors, free of discrimination, harm and harassment, by recognising and embracing individual differences in our people, including gender, age, ethnicity and cultural background, physical ability and competitive success.

As defined in SLSA Member Protection Policy, Policy No. 6.05, all members of Surf Lifesaving Saving (SLS), no matter whether they are in a child-related role or not, have a responsibility to protect children. All members must follow SLS policy, procedures and codes of conduct and should advise the nominated person in their club if they identify any risks to child protection.

Members are accountable for their own behaviour and are expected to comply with any screening requirements and with any decisions and/or disciplinary measures imposed under legislation and SLS policy and procedure.

This guide has been developed to provide clarity to members, administrative staff and club management as to the application and responsibilities required to allow Cooks Hill to effectively fulfil its responsibilities to the club's members and visitors and meet its legislative obligations

Cooks Hill management have adopted a broad approach to Child Protection, which is slightly in excess of the mandated requirements of the OCG, so as to minimise the associated administrative burden resulting from members moving from an exempt category to one of requiring a WWCC, and vice versa, as a result of the varying roles they may perform or the changing circumstances throughout the season. This will also, and more importantly, effectively provide a more secure environment for the children.

The WWCC is one of the tools employed by the Office of Children's Guardian to execute the requirements under Part 2, Section 6 of the Child Protection (Working With Children) Act 2012.

5 ROLES & RESPONSIBILITIES

5.1 Cooks Hill Management

Cooks Hill Management must ensure that all members, both volunteers and paid employees, who are not granted an exemption as per section 6.2 *Working With Children Check Exemption* below, obtain a Work With Children Check. Cooks Hill Management are also responsible to verify the WWCC and accept, suspend or reject the membership and participation of the member as per the process detailed in Section 8 *Breach and Disciplinary Processes*.



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5.2 The Members & Visitors

All Cooks Hill members, members of SLSA (including affiliates) or visitors over the age of 18 years old who have not been granted an exemption must complete the WWCC application process and provide their WWCC Number or Application Number to the club as per the process detailed in Section 7 *The WWCC Process*.

In addition all Cooks Hill members over the age of 18 years old, or any member under the age of 18 assisting with Water Safety, Patrols or dealing with children, are required to complete the SLSNSW Member Protection Declaration.

5.3 Defined Roles

Refer Annex A for the Defined Roles of Cooks Hill LS & SC

5.4 The Member Services Officer

Cooks Hill has a dedicated role on the management committee responsible for all aspects of Member Services including the sub-tasks associated with member protection and information. The general responsibilities of the Member Services Officer with respect to Child Protection are;

- Approving applications for WWCC exemptions
- Reviewing WWCC compliance
- Convening and arbitrating WWCC breaches and corresponding disciplinary action

6 THE REQUIREMENTS

For returning members renewing their Cooks Hill membership or joining from another SLSA club the WWCC, or a valid exemption application, must be completed and approved prior to your membership being accepted. Memberships without the accompanying WWCC or approved exemption will be considered incomplete and overdue past 1st October of the current calendar year.

6.1 Who requires a Working With Children Check (WWCC)

All members and visitors of Cooks Hill LS & SC and whose role within The Club is listed in Annex A of this guide is required to apply for the WWCC and submit the WWCC number and receipt to the relevant club authorised officer as per section 7.1 *WWCC Application* below.

6.2 Working With Children Check Exemption

Any member whose sole relationship with Cooks Hill LS & SC is;

- As a parent, guardian or direct family of a Junior Activity member (nipper), or
- As an associate member, or
- As a honorary member, and

they do not perform any of the roles, or tasks associated with any of the roles, listed in Annex A of this guide they are entitled to an exemption from the WWCC and must apply for the exemption as per section 7.2 *WWCC Exemption Application*.

Any member or visitor who performs a role that is not listed in Annex A of this guide may be entitled to apply for WWCC exemption and complete the application process as defined in section 7;.2 *Application for WWCC Exemption* below.

All applications for WWCC exemption must be approved by the Member Services Officer.



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7 THE PROCESSES

7.1 WWCC Application Process

The procedural steps required for an application for the WWCC with OCG is described in the following table.

Step	Actions
Step 1 Awareness	Read this guide
Step 2 Apply	Complete the online application form (once the form has been submitted an Application Number will be received)
Step 3 Validate	Take the Application Number and proof of identify to a NSW Motor Registry, Government Access Centre, or Service NSW office
Step 4 Submit	Provide the Application Number and receipt to the Cooks Hill Registrar via email to registrar@cookshillsurfclub.com.au

7.2 WWCC Exemption Application Process

The procedural steps required for an application for the WWCC Exemption with Cooks Hill LS & SC is described in the following table.

Step	Actions
Step 1 Awareness	Read this guide
Step 2 Apply	Send application for WWCC exemption to the Cooks Hill Registrar via email to registrar@cookshillsurfclub.com.au Note – the application for WWCC exemption must clearly state the following; <ul style="list-style-type: none">• Name• Age• Membership category• Contact details• Justification for WWCC exemption

The application(s) for WWCC exemption will be collated by the club Registrar for review and approval by the Member Services Officer.

All applications for exemption will be adjudicated within 4 weeks with the applicant notified via email.

7.3 Process for Club Administration

The procedural steps required for the internal club administration process for the WWCCs is described in the following table.



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Step	Actions
Step 1	Receive WWCC number and certificate from member via email (registrar@cookshillsurfclub.com.au)
Step 2	enter into OCG register
Step 3	enter into SurfGuard
Step 4	supply SurfGuard generated report of non-compliant members/compliant members to management meeting

8 WWCC STATUS & CLUB MEMBERSHIP

8.1 Member Applications without an accompanying WWCC

All applications for membership to Cooks Hill LS & SC must be accompanied by the appropriate WWCC number and receipt, note the number and receipt must be sent to the Registrar as per step 4 of section 7.1 *WWCC Application* above, or an approved exemption.

If the WWCC application is not completed, or is completed and a “Cleared” status is NOT achieved, the member’s application will be rejected.

8.2 WWCC ‘Cleared’ status change.

The WWCC is valid for five years and during this time, cleared applicants will be subject to ongoing monitoring by the Office of Children’s Guardian. If the OCG receives a relevant new record that changes the members WWCC status from “Cleared” the OCG will notify Cooks Hill immediately and Cooks Hill Members Services Officer will, in consultation with club management;

- Suspend the member from the current child-related role, or
- Transfer the member to a non child-related role within the club (if considered appropriate), or
- Terminate the person’s membership

8.3 Refund of Fees

Neither of the above situations, defined in section 8.1 *Member Applications without an accompanying WWCC* and section 8.2 *WWCC ‘Cleared’ status change*, will constitute grounds for a full or partial refund of membership fees, or any other similar fees paid to the club by the member.



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9 REFERENCE DOCUMENTS

LEGISLATION

Child Protection (Working With Children) Act 2012,

<http://www.legislation.nsw.gov.au/#/view/act/2012/51>

POLICIES

6.05

SLSA Member Protection Policy

<https://sls.com.au/wp-content/uploads/2015/10/member-protection-policy-may2014.pdf>

GUIDES

NA

SLSNSW Guide for Child Protection and the NSW Working With Children Check

<http://www.surlifesaving.com.au/members/resources/child-protection/guidelines-child-protection-the-nsw-working-with-children-check.pdf>

HSLS CORRESPONDENCE

TBA



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ANNEX A DEFINED ROLES

The following defined roles exist within Cooks Hill

- Committee member (including all sub-committees)
- Patrol Captain
- Patrol Vice Captain
- Patrol team member
- Water safety team member
- Function Staff (including bar staff, kitchen staff and cleaner)
- Education Team member (TAFs)
- Education Team assistant (non-member of education team but volunteering for a specific squad)
- Same waves volunteer
- Fundraising volunteer
- Assisted swim volunteer
- Immigrant Surf Awareness Volunteer
- JA Age Manager
- JA Age Manager Assistant
- Rookie / Youth Coordinator
- Sports Coach
- Sport Coach Assistant (including volunteer coaching and training)
- Merchandising Officer