



# BLACK ROCK LIFE SAVING CLUB

## WORKING WITH CHILDREN CHECK – WWCC

BRLSC has a strong commitment to Child and Youth Protection, as required by the State Legislation implemented on 1 January 2017. We will be championing LSV's slogan "Safeguarding Children and Young People is everyone's business". In doing so we are continuing to develop our club as a safe and inclusive space for all members.

**All members aged 18 years and over are required to have a WWCC as a condition of membership with Black Rock LSC and Life Saving Victoria.**

Use this link <http://www.workingwithchildren.vic.gov.au/utility/home/> to:

- Apply for a **new WWCC card** – no charge for voluntary cards
- **Renew** an existing card – can be done 6 months prior to expiry
- **Update** an existing card to include Black Rock LSC & LSV
- Create a login to **MyCheck** – notifies you 28 days in advance of expiry

### How to apply for a Working with Children Check

WWCC for volunteers are free and easy to do with the following few steps:

**1. Apply here:** <https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply>

Organisational details to be added:

<b>Add: BLACK ROCK LIFE SAVING CLUB</b>	<b>Add: LIFE SAVING VICTORIA</b>
PO BOX 40 BLACK ROCK VIC 3193	200 THE BOULEVARD, PORT MELBOURNE VIC 3207
03 9598 9571	03 9676 6900

Add occupational work codes:

**10** (Overnight Camps), **42** (Clubs & Associations), **28** (Coaching and Tuition)

### 2. Review

- Verify your Identity
  - Identity verification (Please click the link below for ID requirements <http://www.workingwithchildren.vic.gov.au/home/applications/lodging+your+application/proof+of+identity+requirements/> )
    - Verify online by following the prompts and entering the details of two primary ID documents (you will also need to present one acceptable photo ID document at Australia Post). **OR**
    - Verify at Australia Post, by taking three original proof of ID documents, that when combined, show your full name, DOB and photo.

### 3. Consent and declaration

- Regardless of the option you choose to verify your identity, you will need to finalise your application at Australia Post. Your nearest participating Australia Post outlet can be found here <https://auspost.com.au/locate/post-office/working-with-children-check-vic>

### Receiving your Working with Children Check

Once you lodge at Australia Post you will be issued with a receipt which acts as your temporary card until the hard copy card arrives in the mail, please email the receipt to [membership@brlsc.org.au](mailto:membership@brlsc.org.au)

### Update an Existing Working with Children Card

To add Black Rock LSC and Life Saving Victoria to an existing card:

- Login in to MyCheck and/or create a MyCheck login
- Select Change My Details from the menu
- Scroll down to Organisation Details