



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:

| Add: BLACK ROCK LIFE SAVING CLUB | Add: LIFE SAVING VICTORIA |
|---|--|
| 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

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