



Member Protection Information

Overview

Members who are 18+ years and patrol; are nipper parents; assist with junior programs; or wish to access the change rooms must nominate Jan Juc SLSC (JJSLSLSC) as a place of volunteering on your:

1. Working With Children Check (WWCC); or
2. Victorian Institute of Teachers (VIT) Registration.

The Department of Justice (DoJ) monitors WWCC and WWCC linked VITs for any alleged breaches and informs the Club if deemed appropriate.

NO EXEMPTIONS apply - including Police Officers, Victoria Police do not notify other organisations when your profession or status changes.

WWCC Evidence

Sighting your WWCC card does not provide evidence of the nominated organisations. The following provide temporary evidence (for one month) prior to us receiving your Assessment Notice from the Department of Justice:

1. A copy of your MyCheck home screen (from the WWCC website) showing your name, WWCC Card number, expiry date and the registered organisations.
2. A copy of your application form (when you apply for a new WWCC) showing your name and registered organisations AND the Post Office receipt. There is no charge for Volunteer WWCCs.

How to Register JJSLSLSC on your Existing Volunteer or Employee WWCC

Login to the Department of Justice's WWCC website (workingwithchildren.vic.gov.au), then:

1. Click on "Change My Details" on the MyCheck menu.
2. Click on the "add an organisation" button (you may need to scroll down)
3. Enter the Club's postal address (**PO Box 179, Torquay, VIC, 3228**) and phone number (**0475 265 820**). DO NOT use the street address as the clubhouse does not have a mailbox. Click "update".
4. Click on the "add an occupational field" button, select code "42" (Clubs, Associations or movements of a cultural, recreational or sporting nature). Click "update"
5. Tick the box to "declare that the information provided is true and correct".
6. Click "submit".

Alternatively, contact WWCC Support (**1300 652 879**) weekdays from 8.30 am – 5 pm except public holidays.

VIT Evidence

Complete the following steps:

1. Send the Club Office an image of your VIT card or your VIT registration number;
2. Click [here](#) to update your VIT Registration to nominate both of the following as places of volunteering:
 - Jan Juc Surf Lifesaving Club (Club Administrator, info@janjucsurfclub.com.au, 0475 265 820)
 - Life Saving Victoria (LSV Human Resources, hr@lsv.com.au, 03 9676 6944)

Your Obligations

As the cardholder, you are required to carry your WWCC or VIT card at all times when working with children and to advise JJSLSLSC of any changed circumstances which may affect your eligibility for the card. Any breaches of this legislation will attract disciplinary action involving significant fines.

A WWCC is valid for five years. Cardholders will be notified by SMS, letter or email 28 days before their WWCC is due to expire. You must keep your contact details up to date so that you receive this important reminder.

A VIT link to a place of volunteering is valid until removed.