

SURF LIFE SAVING WESTERN AUSTRALIA INC.  
**MEMBER SCREENING POLICY**



*Adopted by the SLSWA Board of Directors 25<sup>th</sup> September 2003*

## **BACKGROUND**

Member protection, and in particular member screening, is a risk management process to avoid losing and harming members. With the adoption of the SLSA Member Safety and Wellbeing Policy in October 2005, SLSWA is committed to that policy's implementation.

The SLSA Member Safety and Wellbeing Policy aims to ensure our core values, good reputation and positive behaviours and attitudes are maintained. It assists us in ensuring that every person involved in Surf Lifesaving is treated with respect and dignity, in a safe and supportive environment. This policy also ensures that everyone involved in Surf Lifesaving is aware of his or her legal and ethical rights and responsibilities.

## **SLSWA MEMBER SCREENING POLICY**

An important aim of the SLSWA Member Screening Policy is to protect members who are under the age of 18 from all forms of maltreatment while under the care and management of any Surf Lifesaving member, particularly those in a leadership position. All members have a responsibility to provide safeguards dedicated to the well being of those under the age of 18 years.

Member screening aims to ensure that those who may pose a risk to minors are not employed in a paid or voluntary capacity in positions where children and young people might be placed at risk. Those who 'pose a risk' are people who have (and continue to) or who are likely to sexually, physically and emotionally abuse and neglect children and young people.

SLSWA is committed to the health, safety and well being of all its members and is dedicated to providing a safe environment for participating in Surf Lifesaving activities. The abuse of members by other members or external sources is not acceptable and will not be tolerated.

Members who are primarily involved in any role that has contact with minors during Surf Lifesaving activities **MUST** follow the screening procedures. When a Club or SLSWA employs, seeks nominations or expressions of interest for appointment for child-related positions, information should be provided to the applicant indicating the screening process and criteria for the position.

Where the preferred applicant refuses to sign the consent form for a criminal history check, the appointing body should **NOT** proceed with their application or appointment.

The following list provides an example of positions that require applicants to be screened:

- Junior Activities Officers, Coaches, Team Managers and Assistants.
- Age Group Managers, Assistants and Water Safety Officers.
- Cadet/Youth Officer.
- Chief Instructor and Training Officers.
- Club Executive and Committee Members.
- Club Administrators/Secretaries
- Club Coaches and Assistants.
- State and Club Team Managers, Coaches, Chaperones and Assistants.
- Leaders, Instructors and Chaperones involved in a live in situation at any time.
- Competition Officials
- Patrol Captain's (Volunteer National Police Check Only)
- Parents / Personnel involved in an overnight camp regardless of type of accommodation or children involved must obtain a Working With Children Check.

## **Policy Review**

SLSWA is committed to constantly reviewing and monitoring the progression of the screening procedures to ensure successful implementation.

## MEMBER SCREENING PROCEDURE

Clubs should develop their own Position Descriptions for each role within the Club. This will help determine which positions may require member screening and assist in the referee checks during the member screening procedure.

### Confidentiality

Any information obtained during this procedure must not be provided to any person not authorised to access such information. Clubs and SLSWA should collect and hold personal information relating to the checking process in accordance with the SLSA Privacy Policy.

### Requirements

When an appointing body such as a Club or SLSWA receives a request or nomination for appointment to a position, which involves contact with children, the appointing body shall:

1. Interview applicants as to their suitability for the proposed position, including reference checks, and their suitability for involvement with children;
2. Complete either a Working with Children Check if required under the act or a Volunteer National Police Check on the preferred applicant. These checks must be updated / renewed every three years.
3. Record the member screening check on Surfguard and file in a confidential manner.

Members must fulfil the member screening requirements to the satisfaction of SLSWA during their term of appointment, and if their circumstance of suitability changes, he/she shall be responsible for immediately providing any information to the appointing body that may affect their suitability under this policy and procedure.

## MEMBER SCREENING PROCEDURE

### Step 1: Apply/ Nominate

Club members should apply/nominate for positions as per club procedures. (See appendix A for an example of a Club application/nomination/position appointment form).

### Step 2: Interview and reference checks.

The appointing body should conduct an appropriate interview and reference check with applicants, particularly those who are new to the club. (See appendix B for an example of an interview form and appendix C for an example of a reference check form and appendix E for more information on checks).

### Step 3: Criminal history check.

The applicant fills out the appropriate check (see appendix D, member screening flowchart).

Volunteer National Police Check: Appointing body checks for ID and correct transfer of information onto the form and sends to SLSWA for processing.

Working with Children Check: Club member fills out pre signed forms (ordered from SLSWA) and takes booklet to an Australia Post Office with appropriate ID as stated in booklet for processing.

### Step 4: Notification

Volunteer National Police Check: Clubs are notified of all members who are deemed to have 'no record'.

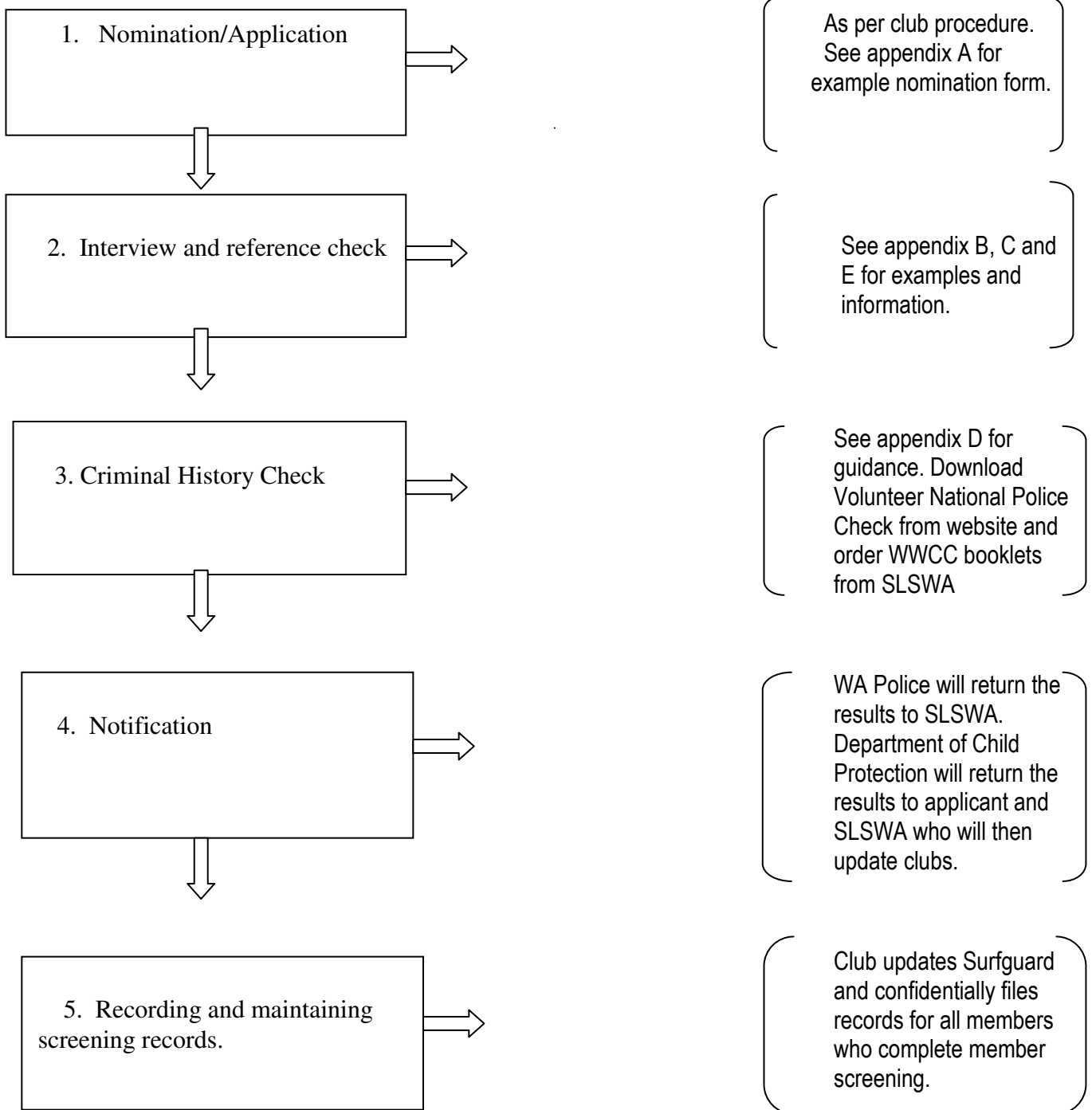
Working with Children Checks: Club member receives a Working with Children Check card in the mail. SLSWA and clubs are notified of all members who are deemed to have 'no record'.

The CEO of SLSWA is notified of any member who is deemed to have a "record" and makes contact with that member directly and confidentially. The CEO will then update the club on his findings.

### Step 5: Recording and maintaining screening records

Clubs **MUST** update Surfguard for all members who have completed a Working With Children Check or the Volunteer National Police Check and file all records of member screening in a confidential manner. This is also a requirement to receive points towards the Haywood Shield under the member screening section.

## MEMBER SCREENING PROCEDURES – FLOWCHART



Members must notify SLSWA & Working With Children immediately if they are charged or convicted with a Class 1 or Class 2 offence

## PROCESS FOR CRIMINAL HISTORY CHECKS

Refer to appendix D to work out which check must be completed by club member.

VOLUNTEER NATIONAL POLICE CHECK	WORKING WITH CHILDREN CHECK
<ol style="list-style-type: none"> <li>1. Volunteer National Police Check forms can be downloaded from our website: <a href="http://www.mybeach.com.au">www.mybeach.com.au</a> and can be found under the heading-administration/policies.</li> <li>2. Applicants fill out form.</li> <li>3. Appointing body checks ID and correct transfer of all information required on form.</li> <li>4. Appointing body sends completed forms to SLSWA for processing.</li> <li>5. The police will return the results of the criminal history check in confidence, to the CEO of SLSWA</li> <li>6. <b>“No record” response:</b> SLSWA notifies club of all members who have been deemed to have ‘no record’.</li> <li>7. <b>“Record” response:</b> SLSWA contacts any members directly who have been found to have a ‘record’. The applicant would then be required to obtain a National Police Certificate at their own expense, and discuss these findings with the CEO of SLSWA. Clubs will then be notified.</li> <li>8. Clubs to update Surfguard for all members who have completed a criminal history check.</li> </ol>	<ol style="list-style-type: none"> <li>1. Clubs to order Working With Children Check booklets from SLSWA (These are pre signed by our CEO to ensure matters of confidentiality are adhered to).</li> <li>2. Applicant fills out booklet.</li> <li>3. Applicant takes booklet to an Australia Post Office for processing.</li> <li>4. The Department for Child Protection will return the results of all criminal history checks, in confidence to the CEO of SLSWA and to the applicants directly.</li> <li>5. <b>“No record” response*:</b> SLSWA notifies club of all members who have been deemed to have ‘no record’. Applicant receives a Working with Children Check card in the mail.</li> <li>6. <b>“Record” response:</b> SLSWA contacts any members directly who have been found to have a ‘record’. These members would be unable to be involved in any contact with junior members under the age of 18 years.</li> <li>7. Clubs to update Surfguard for all members who have completed a criminal history check.</li> </ol> <p>*No Record / Record – An applicant may have a criminal history but not pose a risk to children therefore a “No Record” will be returned.</p>

**Surf Life Saving clubs must maintain, in a confidential manner, records of member screening.**

Members must notify SLSWA & Working With Children immediately if they are charged or convicted with a Class 1 or Class 2 offence

**EXAMPLE CLUB APPLICATION / NOMINATION / POSITION APPOINTMENT FORM**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact phone number \_\_\_\_\_

Position applying, nominating or being appointed to: \_\_\_\_\_

Does this position involve contact with children? Yes / no (If yes, please give names of two referees, if No please just sign below).

Name of Two Referees:

1. \_\_\_\_\_

Contact phone number \_\_\_\_\_

2. \_\_\_\_\_

Contact phone number \_\_\_\_\_

Signed by applicant \_\_\_\_\_

The club will contact you to make a time to hold an interview. When you attend the interview, could you please bring with you the following -

- Documentation to show proof of Identity eg Drivers license with photo, passport.
- Any police clearances that are no more than six months old.
- A Working With Children Check Card if already issued.

**EXAMPLE MEMBER SCREENING INTERVIEW FORM**

**Applicant Details:**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Surname: \_\_\_\_\_

Previous Names / Aliases: \_\_\_\_\_

Gender: (*tick*)            Male     Female

Date of Birth: \_\_\_\_\_ Place of Birth (city, state, country): \_\_\_\_\_

Current Address: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

**Interview and ID checks:**

Interviewers present	Signed
1.	
2.	
3.	

**Example of questions to be asked at an interview:**

1. Do you understand the duties involved with the position you have applied/nominated for?  
Yes / No
2. The position will involve supervision of minors, are you fully aware of our policy and procedures related to this?  
Yes/No
3. Have you ever been convicted or currently involved with any legal proceedings relating to any child/minor related offences?  
Yes / No
4. Proof of Identity documentation with photograph used:  
Passport    Yes / No            Other    Yes / No            License    Yes / No

**Appendix C**

**EXAMPLE REFERENCE CHECK FORM**

**ELECTRONICALLY CONTROLLED DOCUMENT**

**6**

Name:

Contact Number:

Date of check:

Method of check (tick) :  Phone  In person  Other:

Comments:

Completed by:

**Script for Referee checks by phone**

This is only a guide and can be adapted by the interview panel, or the person doing the referee check.  
Once in contact with the nominated referee:

My name is ..... (Name of interviewer) of the  
..... Surf Life Saving Club (your club name).

I am calling with regards to a referee check for .....  
(Name of applicant)

He/she has applied for a position as.....

It is the policy of the .....SLSC (your club name) and Surf Life Saving WA that all people who are to be appointed to officer positions within the club are screened under the Member Screening Policy. This policy relates to the screening of members who are primarily involved in direct contact with children during surf lifesaving activities where that contact is not directly supervised.

What is your relationship to the applicant? .....

Do you know if they have been involved with supervising minors before? If so, in what capacity?

.....  
.....

The position that they have applied for involves ..... (List key duties). From your knowledge do you believe..... (The applicant) would be a suitable applicant for this role?

.....  
.....

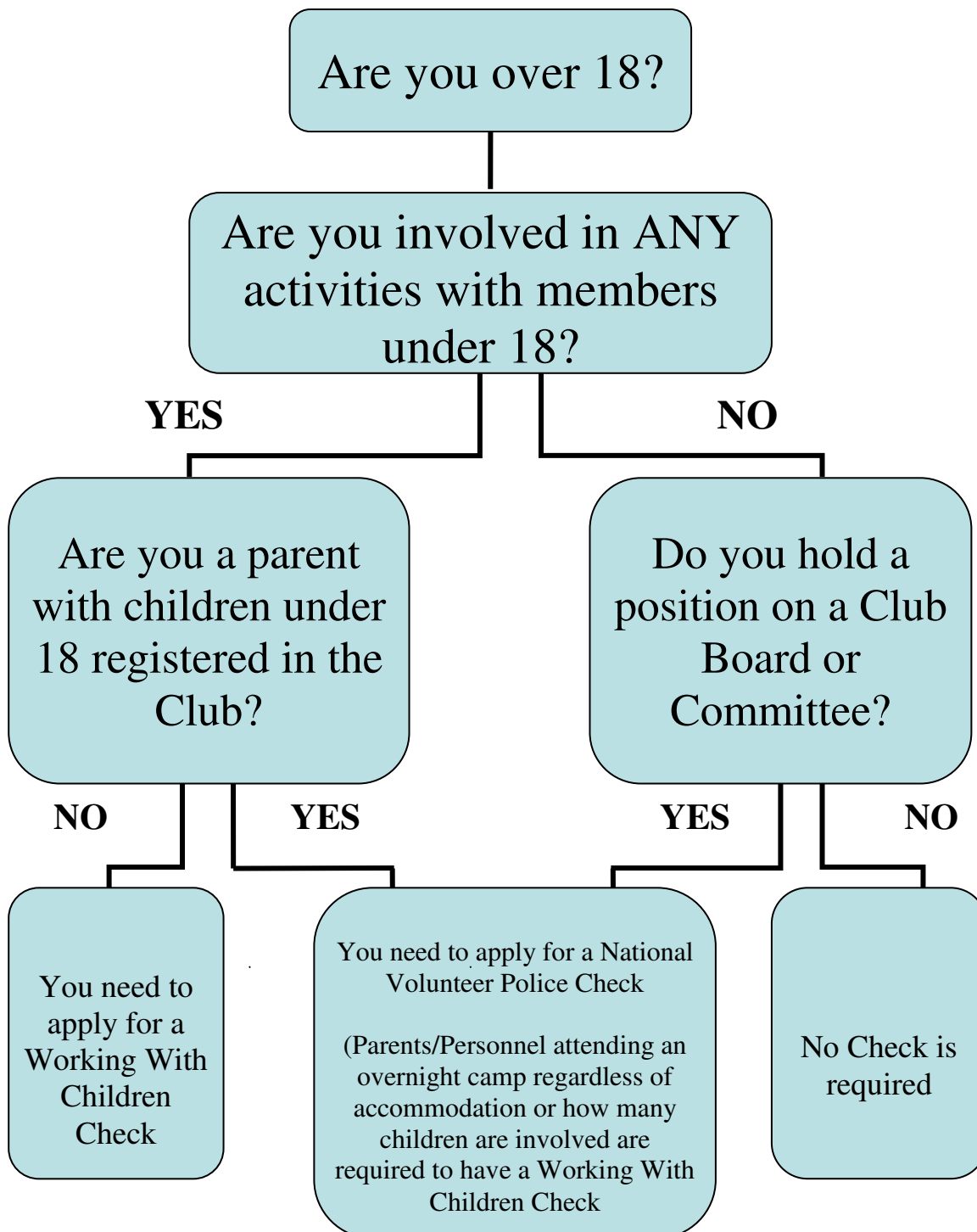
Is there anything else you would like to add or questions you would like to ask about this referee check?

.....  
.....

Are you aware of any previous history involving children that would preclude this applicant from undertaking a position involving children? .....

Thank you for your time.

# MEMBER SCREENING FOR VOLUNTEERS



**Members must notify SLSWA & Working With Children immediately if they are charged or convicted with a Class 1 or Class 2 offence**

**For more information on the Working With Children Check – [www.checkwwc.wa.gov.au](http://www.checkwwc.wa.gov.au)**



## INTERVIEW AND REFERENCE CHECKS

Interviews and reference checks are an important part of the screening process. It is important to maintain the integrity and confidentiality of the checking process by conducting these checks, using the appropriate people, preferably with appropriate training.

### Interviews

Interviews are aimed at obtaining information on the applicants understanding of their role and good character. During the interview it is important to observe the behavior of the applicant and document any findings regarding the appearance of the applicant, reactions to questions, manner and interpersonal skills. (Please refer to Appendix B for sample questions and information regarding interviews).

Where an applicant refuses to be interviewed or to give the names of two referees, the appointing body should not proceed with their application.

### Conducting interviews

The following steps are suggested for conducting interviews:

- Make contact with the applicant to organise a suitable time to conduct the interview.
- Only questions that relate specifically to the person and the applicants work performance and good conduct should be asked, as well as special qualifications they may have to be able to fulfill the role they are pursuing in the club.
- Adequate documentation of proof of identity, such as a driver's license or other documents with a photograph, must be sighted and documented.
- All relevant information gained during the interview should be documented and filed appropriately.

### Reference Checks

Reference checks are a collection of employment related information concerning past work (volunteer or paid) performance obtained from supervisors or other people with a direct personal knowledge of the current or previously held positions. The example questions are aimed at confirming information gained during the interview and obtaining information on the applicants work performance and good character. (Please refer to Appendix C for sample questions and information regarding reference checks).

### Conducting reference checks

The following steps are suggested for conducting reference checks:

- It is preferable that reference checks are obtained orally to eliminate vague or unspecific information.
- The questions asked should relate to the applicant and the role that they are pursuing in the club.
- All relevant information gained during a reference check should be documented and filed appropriately.