

# Working With Children Check (WWCC)



## Overview

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The Working With Children Act 2005 (Vic) includes a compulsory Working With Children Check (WWCC) for all volunteers who have contact with children under 18 years of age.

**We MUST have evidence that Lifesaving Victoria (LSV) and Jan Juc SLSC (JJSLSLSC) are registered organisations on your current WWCC for all members who are 18 years and over AND:**

- **Patrol;**
- **Are nipper parents;**
- **Assist with junior programs; or**
- **Wish to access the change rooms.**

This includes Police Officers and VIT registered teachers – NO EXEMPTIONS apply – as there is no association between your profession and our organisation. If you breach any laws relevant to the WWCC, LSV and JJSLSLSC will have no way of being informed of such charges. The WWCC creates that vital link to ensure any alleged breaches (despite employment) can be picked up by the Department of Justice, who informs us if deemed appropriate.

## WWCC Evidence

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Sighting your WWCC card is insufficient, as it does not provide evidence of the organisations registered on it. The following are the two forms of temporary evidence (valid for three months) that will suffice 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 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.

## Your Obligations

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As the cardholder, you are required to carry the 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.

## How to Register LSV and JJSLSLSC on your Existing Volunteer or Employee WWCC

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Visit the Department of Justice's WWCC website ([workingwithchildren.vic.gov.au](http://workingwithchildren.vic.gov.au)), then:

1. Logon (or register if you haven't done so already).
2. Click on "Change My Details" on the MyCheck menu.
3. Click on the "add an organisation" button (you may need to scroll down), complete organisation fields with data from one of the boxes below and then click "update". Repeat for the second organisation.

<i>Life Saving Victoria</i> PO Box 353, South Melbourne, VIC, 3205 Ph: 03 9676 6930	<i>Jan Juc SLSC</i> PO Box 179, Torquay, VIC, 3228 Ph: 0475 265 820
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4. Ensure you have Occupational Field 42 (Clubs, Associations or movements of a cultural, recreational or sporting nature), if not:  
Click the "add an occupational field" button, select code "42" and then click "update".
5. Tick the box to "declare that the information provided is true and correct".
6. Click "submit".

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