

MEMBERSHIP & PROHIBITED EMPLOYMENT DECLARATION FORMS

Audience: Club Presidents, Club Secretaries, Member Protection Information Officers, Registrars

Actioned By: Individuals who register members

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PROHIBITED EMPLOYMENT DECLARATION FORM

The Child Protection (Prohibited Employment) Act 1998 and the Commission for Children and Young People Act 1998, require Surf Life Saving New South Wales (SLSNSW) to ask all members, and volunteers, working with children to sign the Prohibited Employment Declaration (Attachment 4). **All SLSNSW members, and volunteers, over the age of 18 and those members under the age of 18 who work with children** (eg: 16yr olds who help train the U/8 Nippers, provide water safety for Nippers, etc) **MUST sign the Prohibited Employment**

Declaration (Attachment 4). Members under 18 years can have a parent co-sign.

It is an offence for a person to make a false disclosure regarding his or her Prohibited Person status. There is a penalty of up to two years gaol for this offence.

Completing the Prohibited Employment Declaration Form

Prohibited Employment Declaration (Attachment 4) must be **signed annually**. All clubs are encouraged to attach the Prohibited Employment Declaration (Attachment 4) to the SLSA Membership Application and Declaration, and have members sign both forms when initially joining the club or renewing membership each season. SLSNSW require clubs to keep both signed documents in a secure location for 5 years.

Recording Completion of Form on SurfGuard

The completion of the Prohibited Employment Declaration **must be** recorded in SurfGuard. This involves ticking the Member Protection Form Completed Box and entering the date for the current year.

If applicants do not complete a Prohibited Employment Declaration Form (Attachment 4) their membership application/renewal cannot be accepted.

What if a member won't sign?

If a member/potential member will not sign the Prohibited Employment Declaration (Attachment 4), Clubs are required to request, in writing, that the member sign the declaration (please see below for a template which can be used by clubs). If the member/potential member will not sign the form, they must reply, in writing, stating the legal reasons why they will not sign and include their contact details. If a member/potential member elects to respond their reasons for not signing the declaration, the club is to send a copy of the written response to:

Matthew Hanks
General Manager
Surf Life Saving NSW
PO Box 430
Narrabeen NSW 2101

The statement will be assessed and Surf Life Saving NSW will advise the club and potential member of the decision as to whether the membership application/renewal can be accepted. If the member/potential member will not sign the form and will not give legal reasons as to why they will not sign the form, **the application for membership or membership renewal is to be rejected.**