



Fact sheet

OBTAINING A WORKING WITH CHILDREN CARD

What you will need to do:

1. Access the online application

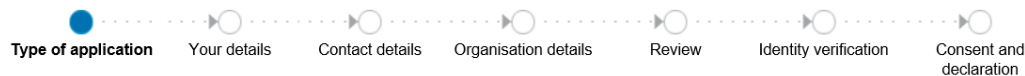
- Go to <http://www.workingwithchildren.vic.gov.au/>
- Read through the information on the website or on this information sheet provided.

2. To begin your application

- Click on the Blue button
- Fill in the online form
- Click on the Blue Start application

Apply for Check

Application for a Working with Children Check Victoria



3. Completing the Form

Important information for application

- Read through the important information under the heading **Now we are ready to start entering your details.....**
- If you have applied for a WWCC before, select **yes** and provide your previous card number, otherwise select **No**.
- Select to apply for a volunteer check if you do not receive payment for any of the work you do with children or an employee check if you are paid for the work you do.
- Click **next**

Your Details

- Fill out your personal details
- Click Next

Contact Details

- Fill out your contact details
- Click Next

Organisation Details

- Respond to the questions with the following answers:

Do you know which specific organisation(s) you work for	Yes	Yes
Organisation name	Anglican Diocese of Melbourne – *[insert your parish name here]	Kooyoora Office of Professional Standards for the Diocese of Melbourne
Postal number and street	209 Flinders Lane	PO Box 329
Postal Address Line 2	-	
Suburb	MELBOURNE	CANTERBURY
State	VICTORIA	VIC
Postcode	3000	3126
Phone	03 9653 4220	03 9416 1008
Occupational work code	64 – Religious organisation	64- Religious organisation

Review your details

- Review your application and edit any information if necessary

Please note when putting down your Organisation name please also add your Parish *e.g. Anglican Diocese of Melbourne – *St John’s, Armadale*

Consent and declaration

- Carefully read through the points list
- To proceed with the application, **Check the box** at the bottom of the page
- Select **Sign and Submit**

4. Lodging your application

After filling in the online form, print it off and finalise your application at a participating Australia Post retail outlet, by presenting your application summary, proof of identity documents and a passport quality photo

(this photo can be obtained at most post offices – please check if your local post office provides this service)

5. Important information

- There are no fees for a volunteer Working with Children Check. There are fees associated with an Employee WWCC to be paid by the applicant.
- You will receive a Working with Children Card in the mail.
- A copy of your Working with Children Check will be sent directly to the Diocese and kept on file. The Diocese will forward a copy of your WWC to the Kooyoora Office of Professional Standards in support of your application for a clearance for service. You are not required to forward a copy to the Diocese.
- Any disclosures will be handled independently through the Kooyoora Office of Professional Standards.
- Workings with Children Checks are required to be renewed on expiry.
- Both your clearance and any licence or permission to officiate you may receive from the Archbishop remains current **only so long** as you have a Working with Children Card.
- A separate Working with Children Card is required by school chaplains despite their registration with the Victorian Institute of Teaching. This is because if there is a negative finding against the person, only the school will be notified, not the Diocese/ Kooyoora. Neither VIT nor the school are allowed to share this information with others under the privacy rules.
- If a person already has a WWCC for the purposes of another position i.e. coaching the local netball team, then they are required to fill in a form under the WWCC legislation which allows the diocese / Kooyoora to also be notified if there is a negative finding.

To renew your Check



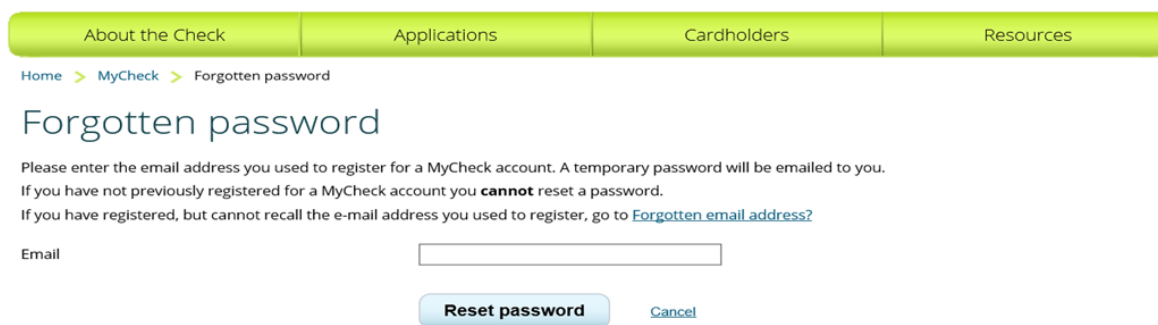
Click on the Blue button

- Register for access to MyCheck, then login and select 'Renew my Check'.
- If you already have access to MyCheck login to renew your details

If you have forgotten your login email, follow the prompts 'Forgotten registered email'



Once you have your email address your MyCheck account was set up with, you can follow the prompts for 'Forgotten password' and your password will be sent to your email address that you are registered with for MyCheck



- The online form will tell you if you need to upload a new photo. If required, your digital photo must meet the requirements listed below.



To upload your new photo

- To upload photo on Working with children site the Photo needs to be a Jpeg file and the file name saved as e.g. Smith John [with no comers or hyperlinks]
- To Submit your photo, you can take a Photo from your Phone but only show your head and shoulders.
- Confirm or update your personal details, contact details and organisation details.
- If applying for an Employee Check, pay the non-refundable fee by credit card.
- Volunteer Checks are free.



Enquiries:

Marcella Meagher	Karen Billings
Administrative Officer	Administrative Officer
Kooyoora Office of Professional Standards	Anglican Diocese of Melbourne
(03) 9416 1008	(03) 9653 4220
admin@kooyoora.org.au	clearances@melbourneanglican.org.au