

How to Apply for a Working With Children Check

All volunteers in certain ministries (including Fr John) must hold a Working With Children Check. This is **not** because there are real concerns that we might offend with children. **Instead**, this is required so that we can **demonstrate** that we are taking **safeguarding** seriously and demonstrating our commitment to the Child Safe Standards.

This is how you apply for a Working with Children Check (WWCC):

1. Online, go to the Victorian Department of Justice and Regulation at <http://www.workingwithchildren.vic.gov.au/>.
2. **If you don't have a Working with Children Check,**
 - a. click on 'Apply for Check'.
 - b. then click on 'Apply in Victoria'.
 - c. Then click on "Start Application"
 - d. You will need to fill out the online form, and verify your identity online. *Some Hints:*
 - i. *For Type:* Volunteer
 - ii. *For Organisation:* St Anne's Seaford Parish, 84 Austin Road, Seaford, VIC, 3198. Phone 9785 2580
 - iii. *For Occupation Work Code:* Pick 64: Religious Organisations
 - iv. Since 5/12/16: You can do your verification (similar to a 100 point check at a bank) online. If you have a driver's licence and Passport it is straight forward, but other identification works as well.
 - v. *After submitting:* you will receive an email with instructions.
 - e. Finally, you will need to visit the local Australia Post who will take your photo at no charge to you (As you are a volunteer). Nearby Australia Post branches include:
 - Frankston Central Post Shop, Shop 1-2 & 5/54-58 Wells Street, Frankston, 3199. Ph: 13 13 18
 - Frankston Heights LPO, 50C Heatherhill Road, Frankston, 3199. Ph (03) 9783 5981
 - Carrum Downs LPO, 100 Hall Road, Carrum Downs, 3201. Ph (03) 9782 1371
 - Karingal Hub LPO, Shop 49-330 Cranbourne Road, Frankston. Ph (03) 9789 9494
 - Belvedere Park Newsagency & Post, 276 Seaford Road, Seaford, 3198. Ph (03) 9786 3232
 - Langwarrin LPO, Shop 38/230 Cranbourne-Frankston Road, Langwarrin. Ph (03) 9789 3144
 - Seaford Business Hub, 24-26 Heversham Drive, Seaford, 3198. Ph: 13 13 18.
3. Once your application is processed, both you and the parish receive a letter advising that you now have a Working with Children Check. Your letter will include a card with photo ID.
4. If you are having difficulties filling out the form online, please speak with Fr John or Annette (on Wednesdays) at the Parish office. We can sit with you and fill out the online form for you at the office.
5. If you have any concerns about our asking you to apply for a Working with Children Check or about any other aspect of our parish safeguarding practice, please speak with Fr John.

Thank you for investing the time and energy to get your Working With Children Check. Given the past failures of the Catholic Church in safeguarding children, it is vitally important that our parish and the entire Church is able to demonstrate that we are now taking the issue of safeguarding children seriously. On behalf of our parish, I thank you for being part of this.

Fr John Madden
St Anne's Seaford Parish

and Annette White
Parish Professional Standards Coordinator