

How to Update a Working with Children Check

All of us 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. With all the problems that the Church has had in this area, we are sure you can see why this is necessary.

1. Online, go to the Victorian Department of Justice and Regulation at <http://www.workingwithchildren.vic.gov.au/>
2. **If you have a Working with Children Check with another Victorian organisation,**
3. Part 1: SHOW YOUR CARD. Please show it to Fr John or Carol or Annette, who will take a photo or photocopy of it. We will use the info on this card to enter your details into the Victorian Justice of Justice Website to verify your Status.
4. Part 2: UPDATE YOUR DETAILS on-line.
 - a. Make sure you have your "Working With Children Check Card" at hand.
 - b. click on 'Update my details'.
 - c. then click on 'Update my details" AGAIN
 - d. Login to MyCheck OR if new user, **register for MyCheck**
 - e. Scroll down until you locate "*Organisation Details*". Then ADD
 - i. St Anne's Seaford Parish, 84 Austin Road, Seaford, VIC, 3198. Phone 9785 2580
 - f. Finally update "*Occupation Work Code*":
 - i. XXXXXX Parish Code: 64: Religious Organisations
 - g. Once submitted, the Victorian Department of Justice will send a letter to Father John as our Parish Administration, confirming Dept Justice has recorded your status as a volunteer at St. Anne's Parish
5. If filling out the form online is going to be a hassle, please speak with Annette (on Wednesdays). We can sit with you and fill out the online form.
6. 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 or Annette.

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 Catholic Church

and Annette White
Parish Professional Standards Coordinator