

How to Update a Working with Children Check

Most volunteers in our Ministries, including Parish staff and clergy, must hold a Working with Children Check. It is a compulsory requirement as part of our ongoing commitment to taking Child Safeguarding seriously in our parish.

1. Online, go to the Victorian Department of Justice and Regulation at <https://www.workingwithchildren.vic.gov.au/individuals/current-cardholders/update-my-details>
2. **If you have a Working with Children Check with another Victorian organisation,**
3. SHOW YOUR CARD. Please show it at the Parish Office to staff, 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. 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. Click on GET STARTED

d. Enter your name and date of birth and your current card number

e. The next screen shows: **Help us protect your details**

Select how you'd like to get a security code. You gave us these details last time.

Select your Communication method, either email or mobile if these are in the system.

If you can't access one of these options, then call Working With Children Check Victoria on 1300 652 879.

Enter the security code which will be sent. This code last only for 10 minutes.

Then check your details.

e. Scroll down until you locate “Organisation Details”. Then ADD

St Anne’s Seaford Parish, 84 Austin Road, Seaford, VIC, 3198. Phone 9401 6398.

f. Finally update “Occupation Work Code”:

XXXXXX Parish Code: 64: Religious Organisations

Tick the declaration box to confirm that the information provided is true and correct.

Once submitted, the Victorian Department of Justice will send a letter to our Parish, confirming that the Department of Justice has recorded your status as a volunteer at St. Anne’s Parish.

5. If filling out the form online is difficult for you, please make an appointment at the Parish Office. We can sit with you and fill out the online form and this will take about 15 minutes.

6. If you have any concerns about applying for a Working with Children Check or about any other aspect of our parish Child Safeguarding practice, please speak to anyone on our Child Safeguarding Committee.

Thank you for updating your Working with Children Check. If you have any issues, we can be contacted via the Parish Office or the Catholic Archdiocese of Melbourne.

***Annette White, Linda Davis & Maureen Lim
Child Safeguarding Committee
St. Anne's Parish***

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