



# Working with Children Check

**Lodging your application:** To apply online go to <https://www.workingwithchildren.vic.gov.au/> click on Apply for Check, then Apply from Victoria and follow the prompts for information.

**To complete the online application form you must have:**

- the address of every place you have lived in the last 5 years in Australia
- name and contact details for the organisation that you will be doing volunteer child-related work for
- an email address, so your Application Summary can be forwarded to you and a printer.

You will then need to finalise your application at a participating Australia Post outlet by presenting your Application Summary and proof of identify documents.

**Organisation you need to apply under:**

To act as a Coach, Judge or Official at the State Championships, you will need to provide online VFBV's details. It is optional whether you add CFA as an additional organisation. Note that the organisation/s that you apply under, will be informed by the Department of Justice and Community Safety of the outcome of the screening and assessment process, but does not disclose any details about any criminal record to the organisation/s.

VFBV details you will need to include in the online application are:

**Organisation name:** Volunteer Fire Brigades Victoria; **Postal address:** SE 9 24 Lakeside Drive, Burwood East Vic 3151; **Phone No.:** 0398861141

We strongly recommend you also add CFA to your card. CFA details you would need to include are:

**Organisation name:** Country Fire Authority; **Postal address:** 8 Lakeside Drive, Burwood East Vic 3151; **Phone No.:** 0392628444

The application will ask you to identify the best fit for your role from a list of occupational fields. For both VFBV and CFA the Occupational Field is "**42. Clubs, associations or movements of a cultural, recreation or sporting nature**".

**Photo requirements:** When you finalise your application at Australia Post, staff will take your photo for the card, free of charge.

**Fees:** There is no fee for volunteers. There is a fee for an Employee card, or transfer to an Employee card.

**To verify your identity:** Proving your identity is essential to ensure the accuracy and integrity of information that is analysed and to prevent applications being lodged under false names. Applicants have the option of securely verifying their identity electronically when completing the application, or presenting their identity documents at Australia Post when finalising the application.

- **Electronic identity verification:** Verifying your identity online will save you time at Australia Post, and is a secure service submitted to the Australian Government's Document Verification Service (DVS). Follow the prompts online to enter the details of two primary documents from the list below. Your documents must be current and when combined, show your full name, date of birth and photo. If you successfully verify your identity electronically, you will only need to present one acceptable photo ID document at Australia Post.
- **In-person identity verification:** Applicants can verify their identity at Australia Post by taking three documents from the list below which must be current and when combined, show your full name, date of birth and photo. The acceptable combinations are one primary document and two secondary documents; or two primary documents and one secondary document; or three primary documents.

#### Acceptable proof of identity documents:

**Primary documents:** Australian passport, Foreign passport, Australian Driver's licence, Australian Learner's permit, Immigration card, Birth Certificate, current Australian visa or document for travel within Australia, Australian citizenship certificate, Medicare card or Marriage Certificate.

**Secondary documents:** Firearms licence, Vic. marine licence, Centerlink card, DVA card, Student ID card, Private health insurance card, Australian bank credit or account bank card, Superannuation statement (up to 24 mnths old), ATO assessment notice (up to 24 mnths old), Motor vehicle rego (up to 12 mnths old), Utilities notice (up to 12 mnths old), Rates notice (up to 12 mnths old).

**Finalising your application at Australia Post:** You will need to present at a participating Australia Post outlet, your Application Summary which is emailed you following the online application process. Show the barcode in this email, either a printed copy or on a smart phone, together with the required proof of identify documents eg. One document that includes your photo if you verified your identify online; or three documents, including one with your photo, if you did not verify your identify online.

**Checking of your application:** After you lodge your application at Australia Post, the Department of Justice and Community Safety will conduct a National Criminal History Check. Your details will be checked for relevant offences across your lifetime, including all offences you have previously been charged with (regardless of the outcome of these charges) by the Australian Criminal Intelligence Commission (ACIC).

**How long will it take?** It generally takes three weeks for applications to be screened and the information to come back to the Department of Justice and Community Safety. If you pass the Check you will receive an email. Your card will then take about two weeks to arrive by post. Your card has your name, photograph, card number, card type, expiry date and other unique security features on it to prevent fraudulent use. Checks are valid for five years from the date you pass the Check.

**Renewing your Check:** By law, you must keep your details up to date. The department uses these details to remind you when your Check is due to expire. If you wish to continue child-related work, you can renew it for a further five years.

**What is the difference between an Employee and a Volunteer Check?** Volunteer Checks are only valid for volunteer child-related work, and are free. Employee Checks are valid for both paid and volunteer child-related work, and a fee applies. By law, you need an Employee Check to do paid child-related work. Both Checks are valid for five years.

**Your privacy:** The Department of Justice and Community Safety, which administers the Working with Children Check, collects and uses personal information according to the *Working with Children Act 2005* (the Act), the *Privacy and Data Protection Act 2014*, and the *Health Records Act 2001*. The department respects your privacy and protects your information.

**Further details are available online including:** the interstate application process; changing from a Volunteer to an Employee card; updating changes to contact details or organisation details; replacing a stolen, lost or damaged card. Visit <http://www.workingwithchildren.vic.gov.au> for more details.

Or you can call Customer Service 1300 652 879 to apply for a new WWCC, or update an existing WWCC, over the phone.

#### **New requirement for Victorian Institute of Teachers (VIT) registered teachers:**

VIT registered teachers and early childhood service workers continue to be exempt from holding a WWCC but from 1 September 2019, must notify Working with Children Check Victoria (WWCCV) of any child related work they do outside of their school or early childhood service-based position (whether paid or voluntary).

To notify WWCCV of their other child-related work, teachers must complete the 'Teacher notification' form online at <https://service.vic.gov.au/services/teachers-notifications/> Information to be supplied includes: VIT teacher registration number; an email address; the name of the organisation (**Volunteer Fire Brigades Victoria** or **VFBV**) you are doing child related work with in your non-teaching role; and the name (**Kara Bishop**) and email ([vfbv@vfbv.com.au](mailto:vfbv@vfbv.com.au)) of the contact person at the organisation