



## WORKING WITH CHILDREN CHECK APPLICATION OR RENEWAL



The Safeguarding Children and Young People Policy of the Catholic Archdiocese of Melbourne requires that clergy, employees and volunteers have a current Working with Children Check.

All clergy, employees and volunteers over the age of 18 (with the exception of short-term or one-off volunteers) are required to maintain a current WWCC throughout their involvement in parishes, agencies and entities.

Clergy, employees and volunteers in parish, agency and entity roles represent the Archdiocese and hold a position of trust in our communities, irrespective of whether their role involves direct, indirect or no contact with children and young people.

CAM's blanket approach to Working with Children Checks (WWCC) ensures that we all stand united in creating safe environments for children and young people, and demonstrates our commitment to excluding persons who pose an obvious risk to children and young people.

Engaging in child related work without a current WWCC, is an offence against the Working with Children Act 2005 (The Act) and the Working with Children Regulations 2016 (The Regulations).

### APPLYING FOR A WORKING WITH CHILDREN CHECK

We therefore ask that you apply for a Working with Children Check:

[https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply#Complete online application](https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply#Complete_online_application)

It is a requirement that clergy, employees and volunteers who do not have a current WWCC apply for a WWCC before commencement – and are able to provide an application receipt as evidence that they have applied for a WWCC. The application process for a WWCC can be commenced online and finalised at a participating Australia Post Office.

**ENSURE YOU INDICATE THAT YOU WILL BE VOLUNTEERING AT ST PETER'S EPPING,  
AND WE WILL RECEIVE A LETTER INDICATING YOU HAVE APPLIED.**

### VICTORIAN INSTITUTE OF TEACHING REGISTRATION AND THE WWCC

A teacher who holds a current registration with the Victorian Institute of Teaching (VIT) and is involved in child-related work in an educational setting is exempt from the requirements to undertake a WWCC. Effective from the 1st of September 2019, VIT will require registered teachers to nominate organisations in which they undertake volunteer work to WWCC Unit. The WWCC Unit will send the parish, agency or entity confirmation that the teacher has nominated the organisation. This will ensure that VIT is able to alert organisations if the teacher's registration has been suspended or cancelled.