

The Partnered Catholic Parishes of:
Sacred Heart Diamond Creek, St. Mary's Greensborough & St. Thomas the Apostle Greensborough North



The Partnered Parishes welcomes you as a volunteer and thanks you for offering your skills to enrich the work of your chosen ministry. The Partnered Parishes are committed to providing a welcoming community where our Christian Faith can be lived and expressed in a safe and inclusive environment.

Living and Breathing Child Safety

GUIDELINES FOR THE COMPLETION OF COMPLIANCE

In accordance with Melbourne Archdiocese and Australia Government Statutory Regulations, all volunteers are required to:

1. Hold a current Working with Children Check (WWC Check) or Victorian Institute of Teaching registration (VIT)
2. Link their WWC Check/VIT registration to the Parish where they are volunteering through Services Victoria. If volunteering across the Partnered Parishes, each Parish where you are volunteering must be linked. **i.e., This applies to those volunteers who are members of Partnered Parish Groups.**
3. Complete the Melbourne Archdiocese online Essential Training Module which incorporates the listening to/reading of the Code of Conduct.
4. National Police Check - **only required** for the following Ministries – Parish Pastoral Council members, Finance Team members, Funeral Ministry Group Leader, RCIA Leader, Alpha Team Leaders, Ministers of Communion to the Sick, Catechist Team Leader, Baptism Team Leader, Counting Team members, Safeguarding Committee members, LAMP Facilitators and any ministry visiting homes/nursing homes. Each Parish has a CVF number (Community Volunteer Fee). When applying for a Police Check, quote your Parish's CVF number which reduces the fee to \$29.40. You will need to pay this amount when completing your application, but you will receive reimbursement by the Parish on presentation of a receipt.
St. Mary's CVF: **4384** St. Thomas CVF: **5187** Sacred Heart's CVF: **4032**

Process for Completing or Maintaining Compliance

"click on the links below"

1. **To apply for a WWC Check, or to Renew a WWCC**, go to: <https://www.workingwithchildren.vic.gov.au/> and click on "apply for a check" or "renew your check". When applying, there is an option to notify place where volunteering. Please record the Parish/or Parishes where you volunteer (**see Parish details below**)
2. **Linking your WWCC through Services Victoria.**
For those who currently hold a WWCC and have not previously done so, you must link the Parish/or Parishes where you volunteer. To link the WWC Check to the Parish/es, go to: <https://www.workingwithchildren.vic.gov.au/> and click on "update your details." (**Select -Enter Parish Address Manually if address does not appear**)
To link VIT registration, google, "Service Victoria Teacher Notification"
(**see Parish details below**)
3. **To complete online Essential Training Module and listen to/or read the Code of Conduct**, go to: <https://safeguarding.melbournecatholic.org> You will need your WWC Check or VIT card to log on.
Note: If you hold both a WWC Check and VIT registration, make sure you use the same card that you are registered with on the Parish data base. **Please be aware that if you have been issued with a new WWC Check Card, ensure that it is the one recorded on the Parish data base.**
4. **To apply for a Police Check (if required)**, go to: <https://www.police.vic.gov.au/apply-national-police-check#apply-for-a-police-check-via-post>

Please note, Police Checks cannot be renewed. Once expired (after 3 years), a new application must be made.

5. Once you have received your WWC Check/VIT registration card or Police Check, you must present your card to the Parish Office where details will be recorded. The recording of your WWC Check/VIT registration on the Parish data base will allow the evidence of the linking of your card and the completion of your online Essential Training module, to automatically sync to the Parish Data base. To enable this to happen, ensure that you are registered on the Parish Data base with the name on your Birth Certificate or Marriage Certificate which you used when completing your WWC Check application or VIT Registration and that the WWC Check card you use to complete the Training is the one that is registered on the Parish data base. Please note, if you have applied for and been issued with a new WWC Check Card since registering with the Parish as a Volunteer, you will need to present your new Card to the Parish Office.

If you have any difficulties with applying for a WWC Check or updating your details, contact Working with Children Check Victoria customer contact centre at 1300652879.

Important to Do

- When linking your WWC Check/VIT registration, Fr. Steven Rigo is to be entered as the Organisation Contact Name, and Contact Details are those of the Parish/Parishes' address and email where you volunteer.
St Mary's
204 Grimshaw Street Greensborough 3088
greensborough@cam.org.au
St Thomas
251 Diamond Creek Road Greensborough 3088
greensboroughnorth@cam.org.au
Sacred Heart
25 Gipson Street Diamond Creek 3089
diamondcreek@cam.org.au
- When completing the on-line Essential Training, record your status as, "volunteer" not "employee," otherwise you will be asked to complete the online Essential Training annually, rather than every 3 years.
- Inform the Parish Office as to which ministry/ministries you are a member