

Working with Children Check application

Dear

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.

APPLYING FOR A WORKING WITH CHILDREN CHECK

We therefore ask that you apply for a Working with Children Check by clicking on the link below:

<https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply#Complete online application>

Please provide a copy of an application receipt as evidence that you have applied for a WWCC. The application process for a WWCC can be commenced online and finalised at a participating Australia Post Office.

Your cooperation to address this matter immediately would be greatly appreciated.

Helpline

Should you require assistance, the Department of Justice has a helpline from 8:30am – 5:00pm on 1300 652 879.

Please do not hesitate to contact the parish office or me if you have any enquiries or require any further assistance.

A volunteer check is only valid for volunteer work and is free. It is an offence to engage in paid child-related work with a volunteer check. An employee check is valid for both paid and volunteer work and a fee applies.

A WWCC is valid for 5 years. Members of the clergy, employees and volunteers are responsible for maintaining a valid and current WWCC.

REQUIREMENT TO REGISTER INVOLVEMENT WITH PARISHES, AGENCIES AND ENTITIES

Clergy, employees and volunteers are required to register their involvement with the parish, agency or entity within 21 days of their commencement, through the MyCheck function of the Working with Children Check website: <https://online.justice.vic.gov.au/wwccu/login.doj?next=mycheck>

*The Archdiocese of Melbourne is committed to the safety, wellbeing and dignity
of all children, young people and vulnerable adults.*

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This will enable the parish, agency or entity to be notified if there is a change in the status of the person's WWCC (e.g. suspension, withdrawal due to relevant charges or convictions).

REQUIREMENT TO UPDATE WWCC DETAILS

Clergy, employees and volunteers are required to keep all WWCC details up to date, including:

- name
- date of birth
- residential address
- telephone numbers
- contact details of organisations they are engaged with (e.g. employment, voluntary work).

WWCC details can be updated through the MyCheck function of the Working with Children Check website:
<https://online.justice.vic.gov.au/wwccu/login.doj?next=mycheck>

Kind regards

Christine Wakeling
SFX PPC Secretary