

HOLD A CURRENT VICTORIAN WORKING WITH CHILDREN CHECK

Please let us know if you already have a VIC Working with Children Check. We are able to accept any valid check. Please bring a copy of your check or application number to your interview.

YOUR OBLIGATIONS

You must show your card to every organisation that engages you in **child-related work**.

So the Department of Justice and Regulation can contact you, by law you must update your personal, contact and organisation's details within 21 days of the change. This can be done by using the website

<https://www.workingwithchildren.vic.gov.au/individuals/current-cardholders/update-my-details>

You must notify the department and your organisation/s in writing within seven days if your circumstances change in any of the following ways:

- you are charged with, convicted, or found guilty of a sexual, violent or drug offence or the charge has been dealt with by a court in some other way than by a finding of guilt
- a professional conduct determination or finding is made against you
- you are required to report or comply with orders under: Part 3 of the *Sex Offenders Registration Act 2004*; the *Serious Sex Offenders Monitoring Act 2005*; the *Serious Sex Offenders (Detention and Supervision) Act 2009*

EXEMPTIONS

Victorian Teacher (VIT), Victoria Police officer or an Australian Federal Police (AFP) officer who hold the appropriate industry registration are exempt from the Check. Please provide us with evidence of your registration.

VIT holders must notify WWCCV of any child-related work they do outside of their school based position (whether paid or voluntary).

To notify WWCCV, teachers must complete the 'Teacher notification' [form](#).

If your registration is suspended, cancelled or dismissed you are no longer exempt and must apply for a Check. You must, in writing, notify every organisation that engages you in child-related work within seven days of the suspension cancellation or dismissal of your registration.

RENEW OR EXPIRED CARD

If you have an existing Working with Children Check that is expiring soon, you can renew your card online at <https://www.workingwithchildren.vic.gov.au/individuals/current-cardholders/renew-my-card>

Your check can be renewed up to 6 months prior to its expiry. This will ensure you have an ongoing valid child protection check to continue your volunteering!

You may need to provide a new photo that is less than 12 months old when renewing your check.

APPLYING FOR A NEW CHECK

1. The following website will allow you to apply for a new check, this simple online form can be done prior to attending an interview <https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply-1>

When applying online, under **Organisational Details** please use the following details:

- Do you know which organisation you will be doing volunteer child-related work for: **Yes**
- Name: **The Smith Family**
- Postal Address: **GPO Box 10500, Parramatta NSW 2124**
- Phone: **1300 397 730**

Under **Occupational Work Code** we advise selecting **#52** – however, if you are considering volunteering in different areas we recommend selecting multiple codes.

2. Verification and Submission

Verify your ID online with the Department or go to your local **Australia Post Office** within 3 weeks, taking with you both the printed application and proof of identity. Until you have completed this step, your check has not been lodged.

Find a location at <http://auspost.com.au/pol/app/locate/post-office/vic>