

WWC Check Information

At St Margaret's School we often have parents and grandparents assist on a regular and semi-regular basis and this involvement is something we value as part of the school. **The involvement might be in Literacy or Numeracy sessions, assisting at sports or swimming days, attending an excursion or helping out with special food days, fundraising, at a rehearsal or any number of other School events. If you wish to be involved in school life as a volunteer or a regular visitor, in any capacity, you will need to complete a WWC Check.**

The check is free for volunteers and lasts for a period of five years unless a conviction is recorded against your name in which case your suitability would be re-assessed. Once obtained, a voluntary WWC check can be used with any other organisation; however a volunteer's check cannot be used for paid employment. People over the age of 18 who expect to volunteer at St Margaret's School should apply for the check ASAP!

If you have a current WWC card, you will still be required to complete an application and referee check.

If you have a current VIT registration, you do not need to apply for a WWCC, but still need to complete an application.

Most people can work with children while their application is processed. We will require a copy of your lodgement receipt and once your card or certificate is received, please bring it to the school office to be photocopied and the copy can be kept on the WWC check register.

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How do I apply?

Online Application Summary Form from www.workingwithchildren.vic.gov.au. Fill in the online form then finalise your application at a participating Victorian Australia Post retail outlet.

What is checked?

The Act allows you to start or continue "child-related work" once you have lodged your application. Not all criminal offences are relevant under the Act. Broadly, applications will be checked for serious sexual, violent and drug-related offences. A list of relevant offences is available on the website, or by calling the information line.

How will I know that I have passed the WWC check?

If you pass the Working with Children Check (Check), the Department of Justice and Regulation will let you know by email and you will receive a card in the mail within two weeks.

Your card has your name, photograph, card number, card type, expiry date and other unique security features on it to prevent fraudulent use.

Under the Act, your employer or volunteer organisation must make sure you have passed the WWC Check and will ask to see your WWC Check Card as proof.

How will my privacy be protected?

The Department of Justice, employers and volunteer organisations are bound by Victorian Privacy laws. In addition, the Act makes it an offence for a person to release any information they have acquired through the Check except in very limited circumstances allowed by the law. Please refer to the website or contact the Information Line for further details.

Where known, your employer or volunteer organisation will be notified of whether or not you pass the WWC Check, if the status of your Check is reviewed and if you are no longer eligible to undertake "child-related work".

Further Information: WWC Check website: www.workingwithchildren.vic.gov.au