



St Kilda Primary School Working With Children Check Fact Sheet

1. What activities will require a Working with Children Checks (WWCC)?

Parents and volunteers in our school will require Working with Children Checks for a range of school activities that involve interacting with students such as school camps, excursions, school swimming and any ongoing volunteering in the classroom (reading etc.). This is consistent with Victorian Government requirements.

WWCCs will not be required for any school fundraising or social activities – Mother's or Father's Day events, working bees, school fete etc.

2. Why is St Kilda Primary doing this?

It's consistent with Victorian Government requirements and with what other schools in the area are doing. WWCCs are an important way we can protect the health, safety and wellbeing of our students.

3. How much does it cost?

Volunteer WWCCs are free.

4. How long does it take?

It generally takes two-to-three weeks for applications to be finalised. After this, it will take two more weeks for your card to be made and mailed to you.

5. What is checked?

The WWCC Victoria take a detailed look at the following to ensure that we are able to protect children from sexual or physical harm.

- criminal record in all Australian states and territories across your lifetime, including serious sexual, violent and drug offences you have previously been charged with, regardless of the outcome of those charges
- professional conduct, which is determined by:
 - the [Victorian Institute of Teaching \(External link\)](#) (VIT)
 - the Suitability Panel, established under the *Children, Youth and Families Act 2005*, which makes findings related to the suitability of registered out of home carers
 - the Commission for Children and Young People (CCYP) through the [Reportable Conduct Scheme \(External link\)](#)
- current or historical reporting obligations or orders under the *Sex Offenders Registration Act 2004*, the *Serious Sex Offenders Monitoring Act 2005* or the *Serious Offenders Act 2018*

6. How do I get a WWCC?

It's pretty simple.

- Go to <http://www.workingwithchildren.vic.gov.au/>
- Fill in the application form with your personal details
- In the section Organisation details, type in:
St Kilda Primary School, 2B Brighton Rd, 3182 Ph: 03 95343993
- In the section Occupational work codes, select:
44: Educational: including all primary, secondary, tertiary and technical
- Once you have completed in the online application form, go to any Australia Post retail outlet to lodge your application (the application form is dated and remains valid for three weeks)

You'll also need to take:

- the application summary and receipt that you printed after completing the online application form
- a passport-size photo of yourself
- documents that prove your identity Click on the link to find out what they are
<https://www.workingwithchildren.vic.gov.au/individuals/applicants/how-to-apply>

That's it. All the info is on the website <http://www.workingwithchildren.vic.gov.au/>

7. What if I already have a WWCC?

If you already have a WWCC from a previous volunteering position or because you currently or previously worked in a position that requires one you can add a volunteering position at St Kilda Primary School.

- Go to <http://www.workingwithchildren.vic.gov.au/>
- Log in, MyCheck Login
- Select change my details
- Select add an organisation
- Add St Kilda Primary School, 2B Brighton Rd, 3182 Ph: 03 95343993

8. What do I need to do once I have my WWCC?

Simply bring your WWCC card into the office so your details can be recorded.

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