
SKPS Working with Children Checks Information

(Required for all volunteers and visitors from February 2017)



From January 30, 2017, we will expand the requirements for volunteers (including parents) in our school to have a Working with Children Check. This information sheet explains what the changes are and the simple steps you can take now to ensure that you are prepared for these changes.

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.

When is this effective?

Parents and volunteers will be required to have a WWCC from January 30, 2017. However, by announcing these changes now, we can ensure that parents and volunteers have ample time to arrange a free WWCC before the new school year.

Why is St Kilda Primary doing this now?

As part of the Victorian Government’s commitment to implementing the recommendations of the Betrayal of Trust report, there is a new regulatory landscape (Ministerial Order No. 870) surrounding child safety, underpinned by new Child Safe Standards. This order came into operation on the 1st of August 2016. WWCCs are an important way we can protect the health, safety and wellbeing of our students and are part of our SKPS Code of Conduct.

How much does it cost?

Volunteer WWCCs are free.

How long does it take?

It generally takes 2-3 weeks for applications to be finalised. After this, it will take two more weeks for your card to be made and mailed to you.

What is checked?

The WWC Check reviews the criminal history records across your lifetime, from Victoria Police, the police of other Australian states and territories and the Australian Federal Police.

The WWC Check also examines reports from Corrections Victoria, the Department of Health & Human Services’ Child Protection Unit, other courts, information provided by organisations and other relevant sources.

The WWC Check reveals information about:

- convictions and findings of guilt at under 18 years of age
- findings of guilt with or without a conviction
- guilty pleas
- acquittals because of mental impairment
- spent convictions
- pending charges
- the circumstances of these charges or court findings.

The offences that are relevant to the WWC Check are:

- serious sexual, violent or drug offences
- any offence that presents an unjustifiable risk to the safety of children
- offences against the Working with Children Act 2005.

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 (See table on p.3)

That's it. All the info is on the website <http://www.workingwithchildren.vic.gov.au/>
And you've got until January 30, 2017.

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

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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Questions

Any questions should be directed to Ms Higgins or Mrs O'Malley.

Identification – minimum 100 points required (originals) AND at least one document from each of the three categories (A,B and C):

Documents	Category A	Category B	Category C	Points
	Photo and Signature	General ID	Address	
Australian passport	✓	✓		70
Foreign passport	✓	✓		70
Australian firearms licence	✓	✓	✓	40
Australian driver licence	✓	✓	✓	40
Centrelink card (showing reference number)		✓	✓	40
Australian birth certificate (no extracts)		✓		70
Current Australian visa or document for travel to Australia		✓		70
Certificate of Australian resident status		✓		70
Australian citizenship certificate		✓		70
DVA card		✓		40
Tertiary ID card (no secondary college student cards)		✓		40
Private security individual operator licence		✓		40
Medicare card		✓		25
Private health insurance card		✓		25
Credit or account card (American Express and Diners Club cards not accepted)		✓		25
Second credit or account card (American Express and Diners Club cards not accepted)		✓		25
Marriage certificate		✓		25
Change of name certificate (State registry issued only)		✓		25
Australian driver learner permit		✓	✓	25
Superannuation statement (up to 24 months old)		✓	✓	25
Taxation assessment notice (up to 24 months old)		✓	✓	25
Motor vehicle registration (up to 12 months old)		✓	✓	25
Utilities notice (up to 12 months old)			✓	25
Second utilities notice (up to 12 months old)			✓	25
Council rates notice (up to 12 months old)			✓	25
Financial institution statement (up to 12 months old)			✓	25
Second financial institution statement (up to 12 months old)			✓	25
Electoral enrolment			✓	25
Rental contract or receipt issued by landlord, agent or owner (up to 12 months old).			✓	25