

Obtaining Your Working With Children's Check to Volunteer at St Cecilia's



Catholic Primary School
Living and Learning in Faith

Dear parents,

Throughout the year there will be opportunities for parents to assist in the classroom and come along to help out with various sporting events and the excursions.

In accordance with mandated Child Safety protocols, any parent that helps with child supervision is required to have a Working With Children Check.

If you can answer yes to all of the following questions then you can apply completely online:

Question 1

Do you have one these identity documents?

To do the Check fully online, you'll need two ID documents. One must have a photo.

Tip: The best combination is a passport and drivers licence.

To begin, you must have one of the following ID documents:

- Australian passport (current or expired less than 3 years)
- Current foreign passport (with linked visa)
- Australian birth certificate
- ImmiCard

Question 2

Do you have an Australian drivers licence or Medicare card and proof if your name has changed?

Your second ID document must be a:

- Current Australian drivers licence
- Medicare card (only if you don't have a drivers licence)

The names on your two documents must match. If they don't, you must show a name change certificate or marriage certificate issued by an Australian Births, Deaths and Marriages registry. Documents must be in good condition. Damaged or worn-out documents won't work.

Question 3

Do you have (or can you borrow) a phone less than 5 years old?

Even if you start your application on a computer, you'll need a smartphone to prove your identity online. It doesn't matter what brand, as long as it's not too old.

You must be able to take a picture of yourself with your phone and upload it.

Your application will take 3 to 12 weeks, depending on whether Working with Children Check Victoria need to investigate your application.

Working With Children Checks are valid for 5 years.

If you wish to apply for a Working With Children Check you can go to

<https://bit.ly/wwccapplication>

Make sure to nominate St Cecilia's Primary, School Glen Iris as an organisation you plan to volunteer for in your application.

Organisation Details

When applying you will be asked to supply details of the specific organisation for which you are volunteering. **NB You need to specifically nominate St Cecilia's.** Below are the details you will need to supply for St Cecilia's

Organisation name	<i>St Cecilia's Primary School</i>
Postal number and street	<i>4 Van Ness Ave</i>
Suburb	<i>Glen Iris</i>
State	<i>VIC</i>
Postcode	<i>3146</i>
Phone	<i>03 9809 2142</i>

[remove](#)

Add another organisation

Occupational work codes

List the area(s) of child-related work in which you will or intend to be engaged in. Please add ALL codes that apply.

Occupational work code	<i>46 Educational - non-government schools (all primary, secondary, technical and special schools)</i>
Type	<i>Volunteer</i>

Once an application has been lodged it generally takes three weeks for applications to be screened and the information to come back to the department. If you [pass the Check](#) you will receive an email. Your card will take about two weeks to arrive by post.