

BAYSIDE CATHOLIC MISSION



St James
Gardenvale



St Joan of Arc
Brighton



St Mary's
Hampton



Sacred Heart
Sandringham



Nazareth
Ricketts Point

HOW TO GUIDE - TO APPLY FOR A NEW WORKING WITH CHILDREN CHECK through the POST OFFICE.

As a volunteer you need to hold a valid Working with Children Check, linked to all BCM Parishes. The process is quite easy and may be completed mostly online or by visiting your Local Post Office. There is no cost for a volunteer Working with Children Check (WWCC).

To Apply for Working with Children Check Online and the POST OFFICE

To apply online you will need to have your prove of identity documents with you and a mobile phone to take photos of them and upload them.

Step 1: To start go to <https://www.workingwithchildren.vic.gov.au/> on your web browser.

It should take you to this page. Click on Apply for a Check.

Working with Children in Victoria?

You might need the Check.

The Working with Children Check is a screening process for assessing or re-assessing people who work with or care for children in Victoria.

We take a detailed look at the criminal history and relevant professional conduct findings of applicants to ensure we're assisting to protect children from sexual or physical harm.

Apply for a Check

Renew my card

Check the status of my application or card

Update my details

Step 2: Click on Apply from Victoria.



If your organisation has asked you to get a Working with Children Check, or you've used our [interactive tool](#) and determined that you need a Check, you can apply in just four steps.

Before you begin, it's important to know that your application must be true and correct, so make sure that all dates, names and details are accurate on your application form. It is an offence to provide false or misleading information in the application.

Step 1: Complete an online application

The information on this page is for applicants applying in Victoria. Interstate applicants please see our [interstate applicant information guide](#) for instructions.

To apply in Victoria use this link:

[Apply from Victoria](#) >

If you're applying from interstate, use this link:

[Apply from interstate](#)

Step 3: Choose application type, **No** and **Volunteer**, then click Next.

A screenshot of a web form titled "Application for a Working with Children Check". The page has a blue header with the title. Below the header, the form content is white. The section is titled "Application type" and "Step 2 of 7". A note says "All fields are required unless marked as (optional)". There are two questions: "Have you applied for a Victorian Working with Children Check before?" with radio buttons for "Yes" and "No" (selected); and "Which kind of check do you need?" with radio buttons for "Employee" and "Volunteer" (selected). A blue information box contains a note: "If you have not yet arranged volunteer child-related check work with any organisation, please apply after doing so." At the bottom, there is a green "Next" button and a "Cancel" link.

Bayside Catholic Mission is committed to the safety, wellbeing and dignity of all children, young people and adults. Safeguarding is everyone's responsibility.

Step 4: Complete all your contact details. Then click Next.

Your details

Step 3 of 7

All fields are required unless marked as (optional)

i Please ensure you enter your details exactly as they appear on your identity documents.

Do you have a family / last name?

Yes No

Family name

First given name(s)

Middle given name(s)

Have you ever been or are you currently known by any other name?

Yes No

Sex

Male Female Intersex / Indeterminate / Unspecified

Step 5: Fill in all your contact details then click next.

Contact details

Step 4 of 7

All fields are required unless marked as (optional)

Email address

Provide an email that you can access to receive your unique application QR code

You must provide at least one phone number

Australian mobile phone

Enter 10 digits with no spaces or symbols

Home phone

Include area code without spaces or symbols

Work phone

Include area code without spaces or symbols

Current residential address

Is your postal address the same as your residential address?

() ()

Step 6: Add the Name of the Parish, use the same address and phone for all parishes,

Address: 118 New Street Brighton VIC 3186 Phone: 0395931703.

Then click 'Add another organisation'. You will need repeat this process to add all the parishes of Bayside Catholic Mission to your WWCC.

The list of Parish names to be use is.

St Joan of Arc Catholic Parish Brighton

St James Catholic Parish Gardenvale

St Mary's Catholic Parish Hampton

Sacred Heart Catholic Parish Sandringham

Nazareth Parish Catholic Parish Ricketts Point

Do you know which specific organisation(s) you will be doing paid and/or volunteer child-related work for?

Yes No

Organisation 1

Organisation name

Sacred Heart Catholic Parish Sandringham

What is the postal address of the organisation?

Address line 1

118 New St

Address line 2

(optional)

Town/City

Brighton

State

Victoria

Postcode

3186

[Click here to clear fields and search for an address.](#)

Phone

0395931703

Mobile OK. For landline, include the area code without spaces or symbols.

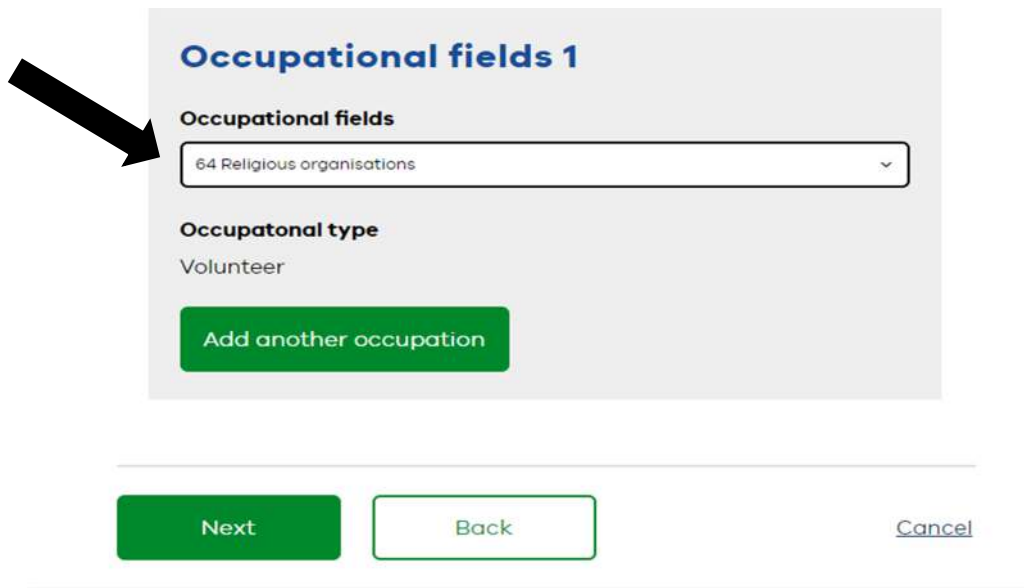
 [Add another organisation](#)

Step 7: Add your Occupational Fields – type in number 64 Religious Organisations, then click next

Occupational fields

Select the best fit for your role from the list of child-related occupational fields. If more than one field applies, list the code for each field.

Tip: These fields are not job titles. For example, if you are a children's netball referee choose 'Club/association...sporting nature'.



Occupational fields 1

Occupational fields

64 Religious organisations

Occupational type

Volunteer

Add another occupation

Next Back Cancel

Step 8: Review your information, ensure it is correct then click next,

Review

Step 6 of 7

i Please review the information you entered.

To change any details, use the 'Edit' buttons below, make the correction, then click 'Next' button to continue.

Type of Application

Application type Volunteer

Edit application type

Your details

Step 9:

Complete the Consent and Declaration and submit your application

Consent and declaration

Step 7 of 7

To undertake a WWCC new transaction we need to get your consent to a number of things:

1. I consent to the Department of Justice and Community Safety (the department), its agents, contractors and their subcontractors receiving, sharing, copying and processing the information in this application and its attachments for the purposes of the *Working with Children Act 2005* (the Act) and the Working with Children Regulations 2016 (the Regulations).
2. For the purposes of this application, and if I am granted a Working with Children Check (Check), for ongoing enquiries while I continue to hold the Check, I consent to:

Step 10. To complete your application follow the directions to verify your identity in person and take your identity documents to your local Post Office.

Verify your identity in-person

To verify in-person, you must take **three original proof of identity documents** with you to a [participating Australia Post outlet](#). The three documents must be current and when combined, show your full name, date of birth and photo.

You can't use two of the same type of identity documents to make up the three documents. For example, you can't use two different credit cards. With the exception of Foreign Passports, all proof of identity documentation must be Australian issued.

You can choose **ONE** of the following options:

- **one primary** document and **two secondary** documents
- **two primary** documents and **one secondary** document, or
- **three primary** documents.

If your name is different on your identity documents

You must enter your full legal name in your application form and it must match each of your identity documents. If not, you must provide a document that links your different names.

You can use any of these documents:

- marriage certificate
- change of name certificate (issued by the Registry of Births, Deaths and Marriages)
- divorce papers linking both names

For a sample of primary and secondary documents see below.

Primary Documents			
Documents	Name	DOB	Photo
Australian Passport (dated up to three years after the expiry date)	✓	✓	✓
Foreign passport	✓	✓	✓
Current Australian visa or document for travel within Australia	✓	✓	
Australian driver's licence	✓	✓	✓
Australian driver's learner's permit	✓	✓	✓
Immigration (Imm) card	✓	✓	✓
Australian birth certificate issued by Registry of Births, Deaths and Marriages	✓	✓	
Australian citizenship certificate	✓	✓	
Medicare card	✓		
Marriage certificate issued by the Registry of Births, Deaths and Marriages	✓	✓	

Secondary documents			
Documents	Name	DOB	Photo
Australian firearms licence	✓	✓	✓
Government issued proof of age card	✓	✓	✓
Victorian marine licence	✓	✓	✓
Centrelink card (showing reference number)	✓		
Australian certificate of resident status	✓	✓	
DVA card	✓		
Tertiary student ID card	✓		✓
Secondary student ID card	✓		✓
Private security individual operator licence	✓		✓

If you have any questions or need help please contact the Safeguarding Team via email (*safeguarding email required*) or phone the parish office 9593 1703.

THANK YOU for helping to keep our Parishes safe.

Bayside Catholic Mission Safeguarding Committee