

BAYSIDE CATHOLIC MISSION



HOW TO GUIDE

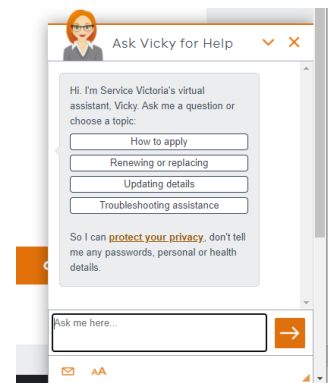
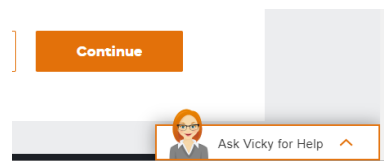
APPLY FOR A NEW WORKING WITH CHILDREN CHECK ONLINE

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).

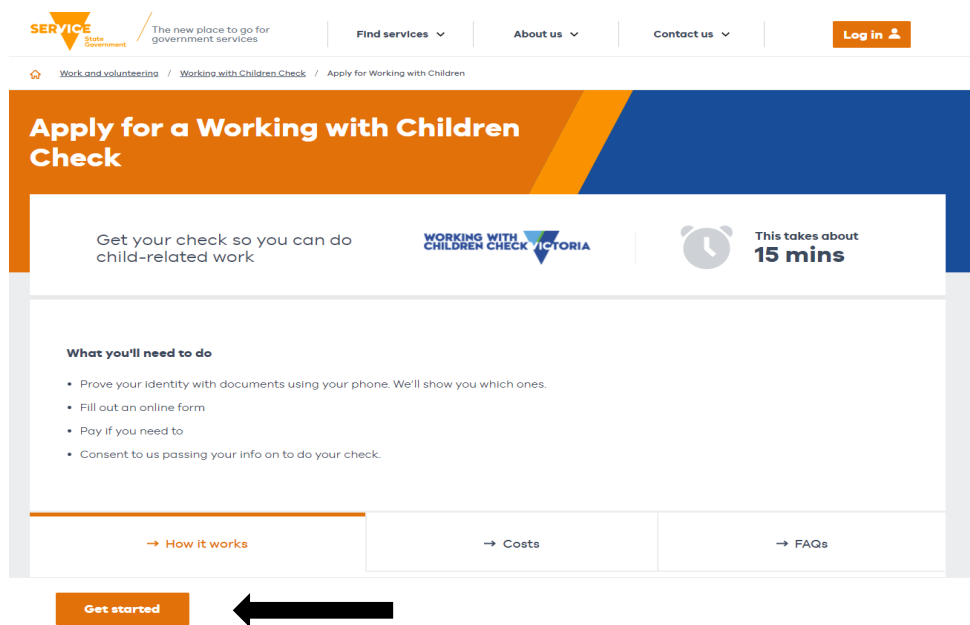
To Apply Online for Working with Children Check

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

If you need assistance at any time during the process click on Ask Vicky for Help.



Step 1: To start go to <https://www.service.vic.gov.au/services/working-with-children> on your web browser. It should take you to this page. When ready click Get Started.



Step 2: Choose a check type, **Volunteer** and **No**, then click Next.

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

Apply for a Working with Children Check

Choose a check type

1 Check type

2 Identity

3 Your details

4 Type of work

5 Organisation details

6 Review

7 Payment

8 Done

Employee

Volunteer

Have you applied before?

Yes

No

Back

Next

Step 3: Fill in your Email details, then click next.

Apply for a Working with Children Check

Your email

✓ Check type

2 Identity

3 Your details

4 Type of work

5 Organisation details

6 Review

7 Submit

8 Done

We need this so Working with Children Check Victoria can let you know the outcome of your check or contact you if they need to.

Email

Confirm email

Back

Next

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

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Step 5: Follow the instruction on this page to prove your identity. There is a short available to assist if needed, follow the link at the bottom.

Apply for a Working with Children Check

Complete an identity check

Proving your identity online is the easiest and fastest way to complete your application. You'll need to do this using your phone. We'll text you a link to start when you give us your phone number.

How it works:

- 1. Take a photo of your first ID**
You can use a Passport, birth certificate or ImmiCard.
- 2. Scan your face**
We'll match your face to your photo ID. We don't save this.
- 3. Take a photo of your second ID**
You can use a driver licence or Medicare card.
- 4. Take or upload a photo**
Use your phone to take or upload a photo if you want to store your digital identity or need one for a 'digital card'.

If the names on your documents don't match you'll need a change of name document or marriage certificate.

[Watch a short video about our online ID checking process](#)

Progress indicator:

- ✓ Check type
- 2 Identity**
- 3 Your details
- 4 Type of work
- 5 Organisation details
- 6 Review
- 7 Submit
- 8 Done

Step 6: Add your Type of Work – choose number 64 Religious Organisations

✓ 1. Details **2. Update** 3. Done

Add child-related work

Select a field that's closest to what you do. For example, if you're a babysitter, then select child minding.

Child-related work field

64 Religious organisations

Cancel Next

Step 7: Add the Name of the Parish, click enter manually and type same address and phone for all parishes, 118 New Street Brighton VIC 3186 and phone number 0395931703.

✓ 1. Details 2. Update 3. Done

Add organisation details

Add any place you work or volunteer with children.


We'll tell these places the outcome of your check. If you don't know the correct postal address, contact the organisation to confirm.

Place name

Address

[Can't find a matching address? Enter manually](#)

Phone

 Ask Vicky for Help

Enter the address manually then click next.

Place name

Address

< Back to search address

Full street address or PO Box

Suburb

State

Postcode

Phone

Continue to 'Add Organisation' and list 'Bayside Catholic Mission'.

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Step 8: Review all the information and check it is correct then submit your application.

You will receive notification via email or SMS with your application reference number. You will receive you card in the mail and any of the parishes listed in your organisations will be notified as well.

If you have any questions or need help please contact Lynda Rawlins [Email: lynda.Rawlins@cam.org.au | Phone: 03 9593 1703].

THANK YOU for helping keep our Parishes safe.