

BAYSIDE CATHOLIC MISSION



St James
Gardenvale



St Joan of Arc
Brighton



St Mary's
Hampton



Sacred Heart
Sandringham



Nazareth
Ricketts Point

HOW TO GUIDE UPDATE YOUR WORKING WITH CHILDREN CHECK

As a volunteer you need to hold a valid Working with Children Check (WWCC). If you need to update your WWCC the process is quite easy and may be completed mostly online or by visiting your Local Post Office. There is no cost involved for a volunteer updating your Working with Children Check.

To Update your Working with Children Check Online

Step 1: To start go to <https://www.service.vic.gov.au/find-services/work-and-volunteering/working-with-children-check> on your web browser.

It should take you to this page. Click 'Update your Working with Children Check Details'

Apply for a Working with Children Check
Apply for a new Working with Children Check.

Renew your Working with Children Check
Renew your Working with Children Check.

Change from volunteer to employee
Change your Working with Children Check type from volunteer to employee.

Update your Working with Children Check details
Update the details of your Working with Children Check.

→ Before you start

→ FAQs

You can update the following details using your Working with Children Check card number

- Address
- Phone number
- Email address
- Organisation details

What you can't do with this transaction

You can't change your name or sex online, so find out what you need to do by visiting:

- [Change of name](#)
- [Change of sex](#)

A program of **VICTORIA** State Government Premier and Cabinet

In partnership with **WORKING WITH CHILDREN CHECK VICTORIA**

Get started

Step 2: Now you can click on Get Started.

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

Step 3: Follow the instructions and fill in your details. Then continue.

The screenshot shows a web form titled "Update your Working with Children Check details". At the top, there is a progress bar with three steps: "1. Details" (highlighted with an orange triangle), "2. Update", and "3. Done". Below the progress bar, the section is titled "Your details". It contains three input fields: "All given names in full" with a placeholder "e.g. Sam Middlename", "Family name" with a placeholder "e.g. Smith", and "Date of birth" with a dropdown menu for "Month" and input boxes for "DD" and "YYYY". A black arrow points to the "Continue" button, which is highlighted in orange. A "Cancel" button is also visible.

Step 4: To receive a security code choose either your email or mobile phone number.

The screenshot shows the same web form as above, but the section is titled "Help us protect your details". It contains the text "Select how you'd like to get a security code. You gave us these details last time." followed by two radio button options: "Email ####k61@gmail.com" and "Mobile ####224". Below these options is the text "If you can't access an option above, then call Working With Children Check Victoria on 1300 652 879." At the bottom right, there are "Cancel" and "Continue" buttons, with the "Continue" button highlighted in orange.

Step 5: Enter the security code you received via Email or SMS on your mobile phone.

The screenshot shows a web interface with an orange header containing the text "Update your Working with Children Check details". Below the header is a progress bar with three steps: "1. Details", "2. Update", and "3. Done". The main content area is titled "Enter security code" and includes the text: "We've sent a security code to #####224. The security code lasts for 10 minutes." Below this is a label "Security code" and a text input field with a cursor. A black arrow points to the input field. At the bottom right, there are three buttons: "Back", "Resend code", and "Next".

Step 6: Check which parishes are listed on your Organisation Details. To add organisations (Parishes) click on Add an organisation.

The screenshot shows a list of organisations. Each entry includes the following information: "Name of place" (Nazareth Catholic Parish), "Address" (118 New St, Brighton, VIC, 3186), and "Phone" (0395931703). To the right of the phone number is a "Remove" button with a trash icon. At the bottom right of the list, there is a link "Add an organisation" with a plus icon. A black arrow points to this link.

Step 7: Add the Name of the Parish, click enter manually

✓ 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
Sacred Heart Catholic Parish Sandringham

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

Phone
|

Cancel Next

Ask Vicky for Help

Enter the address manually and type same address and phone for all parishes,
118 New Street Brighton VIC 3186, phone number 0395931703.
then click next

Place name
Sacred Heart Catholic Parish Sandringham

Address

< Back to search address

Full street address or PO Box
118 New St

Suburb
Brighton

State
VIC

Postcode
3186

Phone
0395931703

Cancel Next

Repeat steps 6 and 7, continue to 'Add Organisation' and list all parishes of Bayside Catholic Mission. This will link them all to your WWCC.

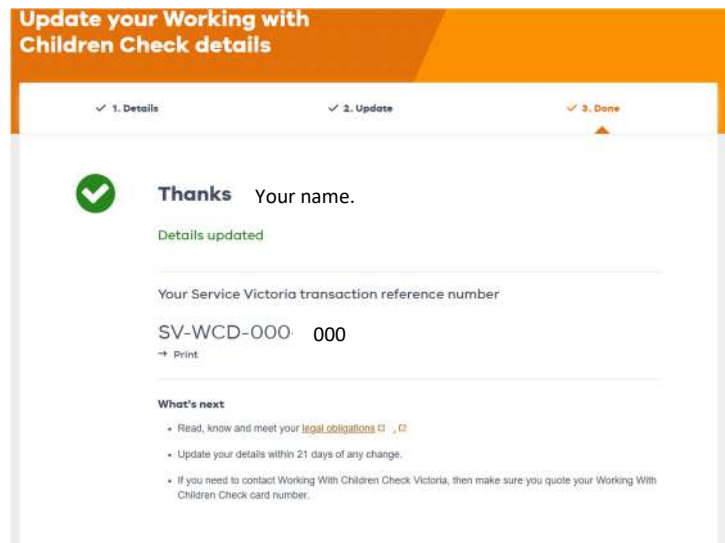
The list of Parish names to be use is.

- 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

Step 8: Review all the information and check it is correct click on the 'I declare' box and then click Update details.

The screenshot shows a web form titled "Child-related work". Inside the form, there is a section for selecting occupational fields. A table lists "64 Religious organisations" with a "Role Type" of "Volunteer". A "Remove" button is next to the role type. Below the table is an "Add child-related work" button. At the bottom of the form, there is a declaration checkbox: I declare that the information provided is true and correct. A large black arrow points to this checkbox. To the right of the declaration are "Cancel" and "Update details" buttons. In the bottom right corner, there is a help icon and the text "Ask Vicky for Help".

You will receive notification via email or SMS of that you have updated your information. Keep a record of the transaction number you receive. If you make any mistakes it is very easy to correct them. Just repeat the updating process and make the changes necessary.



If you have any questions or need help please contact the Safeguarding Team via the parish office baysideoffice@cam.org.au or phone the parish office 9593 1703.

THANK YOU for helping keep our Parishes safe.