



Working with
Children Check

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AFL Victoria November 2016



Working With Children's Check

- The Working with Children Check (Check) helps protect children from physical and sexual harm. It does this by screening people's criminal records and professional conduct and preventing those who pose an unjustifiable risk to children from working with or caring for them. **(it is not a suitability tool, we as an organisation need to still assess if someone is suitable to be involved with children.)**
- AFL Victoria and affiliates also have clear responsibilities to ensure all aspects of a proper check have been carried out, i.e.: copy of the card collected , status check on the Department of Justice website, alignment letter received from applicant, any negative notices followed up.

Applying for a WWCC

- Online applications and verifications of personal documents available on the Department of Justice Website (www.justice.vic.gov.au/workingwithchildren) or available at Australian Post Outlets
- Applications are free for Volunteers (and also the photo as of Dec 5th)
- A WWCC is valid for 5 years and is transferrable between organisations. A WWCC is different to a Police Check.

NAB AFL Auskick – Who Needs a WWCC? Are there any exemptions?

Who needs a WWCC?

Anyone who engages in child-related work. A person is considered to be engaging in child-related work (and must apply for a WWCC check) if they:

- Work or volunteer in a role that brings them in contact with children under 18; and
- Volunteer or do this work on a regular basis; and
- Have direct contact with children under 18 which is not directly supervised; and
- Does not qualify for one of the exemptions in the legislation (and subject to AFL Victoria guidelines)

Exemptions:

Persons under the age of 18

- Sworn Members of the Victorian Police (where not suspended from duty)
- Teachers registered with the Victorian Institute of Teaching (sighting of teacher registration is required and a status check on the Victorian Institute of Teaching is carried out each year.)

Interstate visitors

- Interstate visitors can do child-related work in Victoria without a Victorian Check for a period of up to 30 days in the same calendar year:
 - for several events or occasions with a Check from their state or territory, or
 - only for one event or occasion without a Check from their state or territory.

- A MyCheck Portal needs to be created by the card holder

Login

What is MyCheck?

MyCheck is the online portal that enables:

- applicants and cardholders to update personal, contact and organisation/s details
- cardholders to:
 - renew their WWC Check
 - change from a Volunteer to an Employee WWC Check
 - order a replacement card.

Existing user

Email

Password

Login

[Forgotten email address?](#)

[Forgotten password?](#)

New user?

You need to register before using MyCheck.

To register, you will need to provide your WWC application or card number and your personal details.

I want to register

WWCC - MyCheck Portal

- Once a *MyCheck* Portal is created the card holder can update their details at any time, including adding an organisation. They login into their portal and then click on change my details, .

The screenshot displays the MyCheck portal interface. At the top, there are three navigation tabs: "About the Check", "Applications", and "Cardholders". Below the tabs, a breadcrumb trail reads "Home > MyCheck > Welcome to MyCheck". The main heading is "Welcome to MyCheck". A green status bar with a checkmark icon contains the message: "Your WWC Check is current and expires on 19 May 2021". To the left, a "MyCheck menu" is visible, with a blue arrow pointing to the "Change my details" option. Below the menu are "Account settings" including "Change password", "Change registered email", and "Logout". On the right, a list of user details is shown, with the name "Mrs Dale Lynley WAIN" in bold. The details listed are: Name, Application/Card number, Card type, Mobile, Home phone, Work phone, Residential address, Postal address, and Email address.

- Then they scroll down and can add an organisation.

Organisation details

Organisation name **PARKHILL PRIMARY SCHOOL**
Postal number and street **PARKHILL DRIVE**
Suburb **ASHWOOD**
State **VIC**
Postcode **3147**
Phone **98072239**
[remove](#)

Organisation name **AFL VICTORIA - AUSKICK IKON PARK**
Postal number and street **GPO BOX 4337**
Suburb **CARLTON NORTH**
State **VIC**
Postcode **3054**
Phone **83416000**
[remove](#)

[add an organisation](#)

Examples of alignment

Jo Citizen

AFL Victoria – Inner West GDO
GPO Box 4337
Carlton North
Vic
3054

AFL Victoria – Multicultural Ambassador - Eastern
GPO Box 4337
Carlton North
Vic
3054

AFL Goulburn Murray – AFL Sportsready Trainee
PO BOX 1253
Shepparton
Vic
3630