

Working with Children Check

Working With Children Check



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 (<u>www.justice.vic.gov.au/workingwithchildren</u>) 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.



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 WWC 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.



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WWCC - MyCheck Portal

• A *MyCheck* Portal needs to be created by the card holder

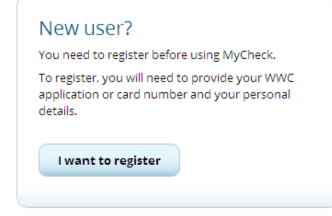
Login

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?





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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, .

About the Check	Applications	Cardholders	
MyCheck menu	Home > MyCheck > Welcome to MyCheck Welcome to MyCheck		
Apply for Check Change my details Renew my Check Replace my card	Your WWC Check is current and expires on 19 May 2 Name Mrs Dale Lynley Name		
Volunteer to Employee Check <u>Resume draft</u>	Application/Card number Card type Mobile		
Account settings Change password	Home phone Work phone Residential address		
Change registered email Logout	Postal address Email address		



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WWCC - MyCheck Portal

• Then they scroll down and can add an organisation.

Organisation details

Organisation name Postal number and street Suburb State	PARKHILL PRIMARY SCHOOL PARKHILL DRIVE ASHWOOD VIC	AFL Victoria – Inner West GDO GPO Box 4337 Carlton North Vic 3054
Postcode Phone	3147 98072239 remove	AFL Victoria – Multicultural Ambassador - Eastern GPO Box 4337 Carlton North Vic
Organisation name Postal number and street Suburb State Postcode Phone	AFL VICTORIA - AUSKICK IKON PARK GPO BOX 4337 CARLTON NORTH VIC 3054 83416000 remove	3054 AFL Goulburn Murray – AFL Sportsready Trainee PO BOX 1253 Shepparton Vic 3630

Examples of alignment

Jo Citizen

add an organisation

