

Attachment D – Research notes on ABCN programs

Spark

Students who struggle to read like their peers often feel like they can't learn. This can lead to low self-esteem and social implications, such as poor behaviour, that can hinder them later in life. Teachers recognise the value of one-to-one reading and mentoring sessions but find it difficult to provide the necessary support because of the class sizes.

There has been much research into the factors which influence literacy achievement in children. One such factor is the socio-economic background of the child. While not true for all children, the research shows that in general, children of parents from upper professional and managerial occupations have significantly higher average levels of literacy achievement than children of parents from clerical and skilled manual occupations, who in turn have higher average levels of literacy achievement than children of parents from unskilled, manual occupations (*Mapping Literacy Achievement: Results of the 1996 National School English Literacy Survey, DET*).

However, while the 'starting levels of children from less advantaged backgrounds is lower than those from more advantaged backgrounds, findings from a large body of evidence-based research consistently indicate that quality teaching has significant positive effects on students' achievement progress regardless of their backgrounds' (*Teaching Reading, Report and Recommendations, National Inquiry into the Teaching of Literacy, 2005, DEST*).

Providing children with structured additional reading practice contributes to successfully learning to read. The SPARK program supports classroom teaching through one on one mentoring sessions and has been proven to support increased literacy and other positive outcomes for children who participate.

GOALS

Students that leave school early are more likely to experience extended periods of unemployment, be reliant on government assistance and have a narrower field of occupations available to them (*Australian Council for Educational Research*).

InterAct Arts Experience

Studies have revealed the important relationships between learning in the arts and thinking skills, and motivations that underlie academic achievement and effective social behaviour. The studies suggest that learning in the arts may be especially helpful in boosting learning and achievement for certain populations - economically disadvantaged students, students needing remedial instruction and young children (*Critical Links Highlights, Arts Education Partnership*).



Australian Capital Territory
EDUCATION AND TRAINING

WORKING WITH CHILDREN AND YOUNG PEOPLE - VOLUNTEERING

VOLUNTEER'S NOMINATION FORM

Print on reverse of the Information for Volunteers Completing the Volunteer Nomination Form

ACT Government schools welcome volunteers and value the support they provide to the students and educational programs

Please read these statements and provide all information required before signing the form. Please ask the principal of the school or contact Workplace & Legal Support on 620 59149 if you have any questions.

1. The duty of care owed to students in ACT Government schools requires that all persons working with students, including volunteers, promote a safe environment and a positive educational climate. Volunteers are asked to comply with the *Code of Conduct for Volunteers*.
2. To assist schools in providing a safe environment, any person with serious convictions, circumstances or reasons that might preclude them from working with or near children and young people **MUST** discuss these issues with the principal or Workplace & Legal Support officers before signing this document. See *reverse of sheet for a description of relevant charges and convictions*.
3. Volunteers who support educational programs will be covered by defined personal accident insurance. Arrangements have been put in place to protect volunteers where a volunteer may accidentally incur legal liability for third party injury and/or damage to third party property. To validate any possible claim, volunteers must sign the *Daily Sign In Form* identifying the date, the start and finish time for each visit. This form will be available on each school visit.

Family Name:	Given Name:	Reason for nominating as a volunteer in this school:
Home Address: (Street)		<input type="checkbox"/> Parent/carer/relative of student
(Suburb)		<input type="checkbox"/> Close link to a student
(State - Postcode)		<input type="checkbox"/> Assist with specific program Name of Program
Contact Details: (Home Phone)		<input type="checkbox"/> Assist with a specific organisation Name of Organisation
(Work phone)		
(Mobile phone)		

I agree to comply with the Code of Conduct for Volunteers.

Yes / No

I am aware that I need to sign in the start time and finish time of each visit and report any incidents or injuries to the principal/delegate or supervising teacher.

Yes / No

I have had NO relevant or serious charges or convictions against me that may preclude me from working with or near students OR I have confirmed with the principal/department that any charges against me will not preclude me from working with students. (This includes serious traffic offences) *Please read reverse before completing this section.*

Signed: _____ Date: _____

**We hope your time spent as a volunteer is enjoyable and rewarding. Thank
you.**

This information is collected as a lawful administrative function of the ACT Department of Education and Training.

The department may be required to provide names and addresses of volunteers to the ACT Insurance Authority for insurance purposes. This information will not be used or disclosed without your consent for any purpose other than in relation to your role as a volunteer in ACT Government schools except in circumstances provided for in the *Privacy Act 1988* (Commonwealth)



Australian Capital Territory
EDUCATION AND TRAINING

WORKING WITH CHILDREN AND YOUNG PEOPLE - VOLUNTEERING

Information for Volunteers Completing the Volunteer Nomination Form

Why complete the Volunteer Nomination Form?

The Department of Education and Training supports actions which enable students to work and learn in a safe well organised environment which promotes a positive educational climate. All persons working with students are required to affirm that they have a personal history with no incidents, charges or criminal convictions that may preclude them from working with students. As a volunteer you are not obliged to reveal details of these events. However, if you do not complete all sections of the Volunteer Nomination Form the department may decline your offer to work with students. The acceptance of the services of a volunteer and the termination of the arrangement is entirely within the discretion of the principal.

Do I have to disclose details of my personal history?

Volunteers may work with students when there is a personal history that includes minor incidents that do not bear any relevance to their work with children and young people. Minor incidents and individual traffic violations do not need to be revealed. To decide whether more serious incidents, charges, criminal convictions (including serious traffic offences), or other matters are relevant, you MUST discuss these with the principal or an officer from Workplace & Legal Support section (Phone: 620 59149) before completing this section of the form.

What charges or convictions are relevant?

The *Commonwealth Spent Convictions Scheme* and the *ACT Spent Convictions Act 2000* legislation limit the disclosure of certain offences once the person completes a period of crime-free behaviour. However, under the *ACT Spent Convictions Act 2000*, this does not apply to any person to be appointed, employed or otherwise engaged to instruct, supervise or work with students. This means the department is entitled to request all information about convictions in relation to all persons working with children and young people.

Will I be able to work with students if I disclose a conviction?

The disclosing of a conviction may not prevent volunteers from working with students. Many persons have convictions for minor offences, often having occurred a number of years in the past or for minor traffic offences. Convictions relating to more serious offences will be assessed on a case by case basis but may not necessarily preclude a person from working with students. Offences that may preclude a person from working with students include a history of:

- drug related offences;
- violence related offences; or
- serious traffic offences (where the volunteer is required to transport students by car).

However, as previously mentioned each case will be assessed on an individual basis, with consideration given to the seriousness of the offence and the time elapsed since the offence. Volunteers will be afforded the opportunity to discuss disclosed charges and/or convictions with the principal or officers from Workplace & Legal Support.

Persons who have been convicted of the following kinds of offences would only be accepted as volunteers in exceptional cases:

- a sexual offence; or
- other offence if the victim was under 18 at the time the offence was committed.

What will happen to information I disclose?

Any information you provide will be treated by the department in accordance with our obligations under the *Privacy Act 1988*. This information will not be used or disclosed for any other purpose other than in the assessment of your suitability to work with children and young people as a volunteer, except in circumstances provided for the *Privacy Act 1988*.

The ACT Department of Education and Training appreciates your assistance in helping us to ensure, as far as is possible, that schools provide a safe, well organised environment for students.



Australian Capital Territory
EDUCATION AND TRAINING

WORKING WITH CHILDREN AND YOUNG PEOPLE - VOLUNTEERING

DAILY SIGN IN FORM - (date) _____

To be located in the front office of schools, other locations at the discretion of the principal and with supervisors of educational programs located away from the school campus.

Please sign in and out each visit. Any incidents/injuries should be notified to the supervising teacher or principal before leaving the school.

Reminder – the Volunteer Nomination Form should be completed before working as a volunteer in ACT Government schools.

We hope your time spent as a volunteer is enjoyable and rewarding. Thank you.

Start Time	Name <i>(Please print clearly)</i>	Signature	Finish Time	Tasks / location <i>(eg. Reading / corridor)</i>

This information is collected as a lawful administrative function of the ACT Department of Education and Training. The department may be required to provide names and addresses of volunteers to the ACT Insurance Authority for insurance purposes. This information will not be used or disclosed without your consent for any purpose other than in relation to your role as a volunteer in ACT Government schools except in circumstances provided for in the Privacy Act 1988 (Commonwealth).



Australian Capital Territory
EDUCATION AND TRAINING

WORKING WITH CHILDREN AND YOUNG PEOPLE - VOLUNTEERING

Screening Request Forms

The *Working with Children and Young People – Volunteering - Policy* requires very few volunteers to be screened. The Department of Education and Training will use the same forms for volunteers requiring screening as it uses for employees.

Copies of the forms are available from the Staffing Unit of Workforce Management on a needs basis (Phone: 620 79700).

(School or Department letterhead)

**To: Manager
 Workplace & Legal Support**

**From: Principal
 (Name of school)**

WORKING WITH CHILDREN AND YOUNG PEOPLE – VOLUNTEERING SCREENING CHECKS – VOLUNTEERS

Would you please make arrangements for the attached Consent to *Criminal History Check* forms to be completed and the results advised to me.

I can be contacted by phone on 620 xxxxx or by e-mail at the.principal@theschool.act.edu.au if you have any enquiries or other relevant information concerning this matter.

Enclosed you will find a completed consent for criminal history check form for:

- COACH, Joe
- CAMPER, Jane

I understand that Workplace & Legal Support will advise me of the volunteer's status following a criminal history check. In the event of the identification of any criminal history ie record of convictions, I **would / would not** (please indicate preference) like to be involved in the decision making process.

Decisions in respect of a volunteer's status will be defined as follows.

- a) The volunteer is **approved** for working with children and young people in ACT Government schools.
- b) The volunteer is **not approved** for working with children and young people in ACT Government schools.

I understand that all information provided to me in relation to the criminal history of volunteers is protected under the *Privacy Act 1988*. This information will not be used or disclosed under any circumstances other than for the purposes of making an assessment as to the suitability of the volunteer to work with students in ACT Government schools.

(principal's name)
(school)
(date)



Australian Capital Territory
EDUCATION AND TRAINING

WORKING WITH CHILDREN AND YOUNG PEOPLE - VOLUNTEERING

Code of Conduct for Volunteers

Print on reverse of the Insurance Arrangements for Volunteers Information Sheet and distribute annually.

Volunteers have a special place in schools and assist in many ways. This may include interaction with individuals and small groups of students in a range of different activities.

To assist schools in providing a safe environment and a positive educational climate, volunteers are asked to comply with the Code of Conduct for Volunteers. This code of conduct has been formulated to clarify the type of conduct that is expected of volunteers when participating in programs and activities in ACT Government schools.

- Observe similar standards of behaviour and ethical conduct to that required of staff. For example you are expected to act within the law, be honest and fair, respect other people (including students), and work to the best standard of your ability.
- Appreciate that teachers have a special duty of care for students, that can not be delegated or transferred to others. Appreciate also that the principal is the spokesperson for the school.
- Appreciate that students have rights and aspirations. Treat students with dignity and respect.
- Observe confidentiality in respect of all information gained through your participation as a volunteer. All information held by schools should be handled with care. Some information is especially sensitive. Sensitive and/or personal information requires additional caution in the way it is treated. For example, volunteers should not discuss nor disclose personal information about students, staff or students' parents/carers to others.
- Accept and follow directions from the principal/supervisor and seek guidance through clarification where you may be uncertain of tasks or requirements. You may need to familiarise yourself with the department's policies and guidelines on particular issues.
- Observe safe work practices which avoid unnecessary risks, apply reasonable instructions given by supervisors and report to the supervising staff and school administration any hazard or hazardous practice in the workplace.
- Report any problems as they arise to your supervisor including incidents, injury or property damage.
- Avoid waste or extravagance and make proper use of the resources of the school/department.

Prohibited employment declaration

Child Protection (Prohibited Employment) Act 1998



With the exception of where an order, from the Industrial Relations Commission or the Administrative Decisions Tribunal, declares that the Act does not apply to a particular person, the Child Protection (Prohibited Employment) Act 1998 makes it an offence for a person convicted of a serious sex offence (a prohibited person) to apply for, undertake or remain in, child-related employment.

Section 5 of the Child Protection (Prohibited Employment) Act 1998 defines a serious sex offence as an offence involving sexual activity or acts of indecency that was committed in NSW and that was punishable by penal servitude or imprisonment of 12 months or more, or, an offence involving sexual activity or acts of indecency that was committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more if it had been committed in NSW.

Child-related employment means any employment that primarily involves direct contact with children where that contact is not directly supervised. Section 1 of the Child Protection (Prohibited Employment) Act 1998 specifies that child-related employment is employment:

- involving the provision of child protection services
- in pre-schools, kindergartens and child care centres (including residential child care centres).
- in schools or other educational institutions (not including universities)
- in detention centres (within the meaning of the Child (Detention Centres) Act 1987)
- in refuges used by children
- in wards of public or private hospitals in which children are patients
- in clubs, associations or movements (including of a cultural, recreational or sporting nature) having a significant child membership
- in any religious organisation
- in any entertainment venues where the clientele is primarily children
- as a babysitter or childminder that is arranged by a commercial agency
- involving fostering or other child care
- involving regular provision of taxi services for the transport of children with a disability
- involving the private tuition of children
- involving the direct provision of health services
- involving the provision of counselling or other support services for children
- on school buses
- at overnight camps for children.

Under this Act:

- it is an offence for a prohibited person to **apply for, undertake or remain in** child-related employment
- employers **must ask** existing employees, both **paid and unpaid**, and preferred applicants for employment to declare whether they are a prohibited person or not
- all child-related employees **must inform** their employers if they are a 'prohibited person' (someone who has been convicted of a serious sex offence) or remove themselves from child-related employment penalties are imposed for non compliance.

I am aware that I am ineligible to apply for, undertake or remain in, child-related employment if I have been convicted of a "serious sex offence" as defined in the Child Protection (Prohibited Employment) Act 1998.

I have read and understood the above information in relation to the Child Protection (Prohibited Employment) Act 1998 and understand my responsibilities and obligations under this Act.

I declare that I am not a person prohibited by the Act from seeking, undertaking, or remaining in child-related employment.

Name (Block letters)	
Signature	
Company (Block letters)	

Note: Seek independent legal advice if you are unsure of your status as a prohibited person. This form should be returned to the selection panel convenor / principal / manager of the workplace as appropriate.

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initials:



commission for
children and young people
and child guardian



Volunteer blue card application form

The *Commission for Children and Young People and Child Guardian Act 2000* requires anyone over 18 seeking to work with children under 18 years of age in certain categories of regulated employment to obtain a blue card.

How to fill out this application form

To avoid delays in processing this application please print clearly using BLOCK LETTERS and ensure:

- the organisation/volunteer co-ordinator completes **Parts A, C and D**
- the volunteer completes **Part B**
- you indicate with a tick where required.

Applications for volunteers are processed free of charge.
Volunteers must hold a valid blue card before they commence child-related employment regulated by the Act.

Note: It is an offence for a volunteer to provide false or misleading information to the Commission or to sign an application for a blue card if they are a disqualified person* (see page 4).

PART A Organisation's Details (this section must be completed by the organisation/volunteer co-ordinator)

<p>1 Name of organisation</p> <p>_____</p> <p>_____</p> <p>Organisation ID number (please insert the Commission's reference number for your organisation if known)</p> <p>_____</p> <p>2 Postal address of organisation</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Postcode: _____</p> <p>3 Contact person</p> <p>_____</p> <p>4 Contact person's position</p> <p>_____</p> <p>5 Phone</p> <p>_____</p> <p>Email</p> <p>_____</p> <p>Fax</p> <p>_____</p> <p>Additional Information The word "organisation" is taken to mean "employer" for the purposes of complying with the Act.</p>	<p>6 Type of child-related employment for which a blue card is sought (please tick appropriate box)</p> <p><input type="checkbox"/> residential facilities</p> <p><input type="checkbox"/> schools (other than registered teachers)*</p> <p><input type="checkbox"/> school boarding houses</p> <p><input type="checkbox"/> child care^o</p> <p><input type="checkbox"/> churches, clubs and associations ◆</p> <p><input type="checkbox"/> health, counselling and support services</p> <p><input type="checkbox"/> private teaching, coaching or tutoring</p> <p><input type="checkbox"/> education programs outside of school</p> <p><input type="checkbox"/> child accommodation including homestays</p> <p><input type="checkbox"/> religious representatives</p> <p><input type="checkbox"/> sport and active recreation ◆</p> <p><input type="checkbox"/> emergency services cadet program</p> <p><input type="checkbox"/> school crossing supervisors</p> <p><input type="checkbox"/> volunteer of the licensed care service</p> <p><input type="checkbox"/> volunteer working for a business providing services at a licensed care service</p> <p>Note: Exemptions apply in certain circumstances, eg. a parent is exempt if they provide services: * at the school their child attends o at a centre where their child regularly receives child care ◆ within a church, club or association which are the same or similar to those received by their child ◆ as part of sport or active recreation involving their child The organisation is responsible for declaring that the volunteer is not exempt (See Part D).</p>
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Applicant's Name _____

PART B Volunteer's Details
(this section must be completed by the volunteer)

7 Have you ever applied for or held a blue card?
 Yes No
 Blue card No. (if known) _____

8 Your title Mr Mrs Miss Ms
 Other _____

9 Name you presently use
 Family Name _____
 First Name _____
 Middle Name _____
 I do not have a middle name (please tick)

10 Do you currently use an abbreviation/nickname/alias for your first name? eg. *Elizabeth abbreviation Betty*
 Name/s _____

11 Have you ever been known by any other name/s?
 This includes:
 • name at birth • married name
 • change following divorce • alias
 • maiden name • change by certificate/
 (name before marriage) • deed poll
 • change the order of your • different first/middle
 name (eg. known by name (eg. different
 middle name) abbreviations)
Note: It does not matter how long ago you changed your name or how long you used another name for.
 (Please tick) No Go to question 12
 Yes give details below:
 If you require more space, please tick this box
 and attach a separate list

Family Name _____
 First Name _____
 Middle Name _____
 Reason for change _____

12 Are you Male Female

13 Date of birth _____
 DAY / MONTH / YEAR

14 Place of birth
 Town / city _____
 State _____
 Country _____

15 Current postal address
 (Note: your postal address must be in Australia)

 Postcode _____

16 If you have lived at a different address in the last 5 years, please provide details on a separate sheet of paper and tick this box

17 Your telephone numbers
 Daytime _____
 After hours _____
 Mobile _____

18 Do you identify as? (please tick)
 Aboriginal Torres Strait Islander
 Aboriginal and Torres Strait Islander
 Australian South Sea Islander
 Other (specify) _____

19 What language do you mainly speak at home?
 English Other (specify) _____

20 Are you, or have you ever been, any of the following in Queensland (please tick the appropriate box/es):
 registered teacher
 carer approved by Dept of Child Safety
 registered health practitioner
 registered or enrolled nurse or midwife
 licensee of a child care service
 director or nominee of a care service licensed by the Department of Child Safety
 director of a school's governing body

21 **Volunteer's declaration**
Note: It is an offence for a disqualified person to sign a blue card application.
 I declare:
 • the information and identification documents provided for this application are true and correct;
 • that I am proposing to undertake regulated employment and am not entitled to an exemption;
 • I am aware of my obligations as a blue card applicant/card holder;
 • that I am not a disqualified person* (see page 4);
 • I consent to the Commission obtaining information from police, courts, prosecuting authorities and other bodies under Part 6 and to publishing/providing confirmation on whether or not my blue card is valid.
Do not sign outside the box as your signature will be scanned onto your card.

Date of signature _____
 DAY / MONTH / YEAR

PART C Proof of Identity Declaration
 (this section must be completed by
 the organisation/volunteer co-ordinator)

The organisation/volunteer co-ordinator is responsible for sighting the volunteer's identification documents.

However, in limited circumstances (where the volunteer resides more than 50kms from the organisation's business address or has a disability that affects his or her mobility), this responsibility can be exercised by a prescribed person.

A prescribed person is a Justice of the Peace, Commissioner for Declarations, Lawyer or Police Officer.

Irrespective of whether or not the organisation/volunteer co-ordinator can sight the Identification documents, they must complete Part D.

Where the organisation/volunteer co-ordinator is **unable** to sight the identification documents, a prescribed person must sight them and complete **Parts C and E**.

Identification requirements

The volunteer must produce two original identification documents to confirm their identity. Together the documents must show:

- full name
- date of birth
- signature

The organisation/volunteer co-ordinator must certify in **Part D** that the details provided on the application form are the same as those appearing on the documents sighted.

One of the following combinations must be used:

EITHER

List 1 + List 2

One original document from List 1 and one original document from List 2 which together show the volunteer's full name, date of birth and signature.

OR

List 1 + List 1

Two original documents from List 1 which together show the volunteer's full name, date of birth and signature.

Note: All identification documents sighted must be originals (photocopies are not acceptable).

Where any document is in a former name, an original official document (eg. marriage certificate or change of name certificate) showing the change of name must be sighted.

Note: If you cannot provide an identification document from either List 1 or List 2 please contact the Commission on **3247 5145 or 1800 113 611**.

If possible, please attach a photocopy of documents sighted to this application form for verification purposes.

Please indicate which identification documents have been sighted by placing a in the box.

22 LIST 1

Signature Document

Current driver licence/learner's permit/proof of age card (with photo)

Document No:

Issued in the state of:

Current passport (with photo)

Passport No:

Non-Signature Document

Birth certificate (or extract)

Reference No:

Australian citizenship certificate or current document evidencing permanent Australian residency status

Reference No:

23 LIST 2

Signature Document

Current Pension Concession Card/Dept of Veterans' Affairs Entitlement Card/Senior's Health Card /Health Care Card/any other current financial entitlement card issued by Centrelink.

Current Credit Card or account card from a bank/building society/credit union (with name and signature)

Current Positive Notice Blue Card (issued by the Commission)

Current student identification card issued by a tertiary education institution or school (with photo and signature)

Current Qld Gaming Machine Licence

Current Qld Licence issued under the Weapons Act

Non-Signature Document

Current Medicare card

Current Qld crowd controller/private investigator/security officer licence

Passbook or account statement issued by a bank/building society/credit union dated in the last 6 months

Australian taxation assessment notice dated in the last 6 months

The organisation/volunteer co-ordinator must complete **Part D**.

Where the organisation/volunteer co-ordinator is **unable** to sight the identification documents, a prescribed person must sight them and complete **Parts C and E**.

Applicant's Name

**PART D Declaration by Organisation/
Volunteer Co-ordinator**
(to be completed by the organisation/
volunteer co-ordinator)

It is an offence to provide false or misleading information to the Commission.

I declare that:

- I am authorised to submit this application on behalf of the organisation; and
- the volunteer is proposing to undertake regulated employment and an exemption does not apply; and
- I have warned the volunteer that it is an offence for a disqualified person to sign a blue card application.

Please tick appropriate box

I have checked the details provided in this form and confirm they match those on the identification documents sighted.

OR

I am unable to sight the identification documents because:

- the volunteer's usual residence is more than 50kms from the business address, or
- the volunteer has a disability affecting his or her mobility.

Note: It is an offence not to warn the volunteer that it is an offence for a disqualified person to sign a blue card application.

Full Name

Signature

Position

Date

PART E Declaration by Prescribed Person
(to be completed by a prescribed person)

I declare I have checked the details provided in this form and confirm they match those on the identification documents sighted.

Note: It is an offence to provide false or misleading information to the Commission.

I am a:

- Justice of the Peace
- Commissioner for Declarations
- Lawyer
- Police Officer

Stamp or Registration No.
(if applicable)

Signature

Full Name

Date

Important information

The use of information associated with the blue card process is covered by the confidentiality provisions of the *Commission for Children and Young People and Child Guardian Act 2000* and the Commission's Privacy Policy available on our website.

By submitting this form the Commission is authorised to:

- seek information from the Queensland Police Service and other Police Services in Australia for any details of charges, convictions (including findings of guilt or pleas of guilt, whether or not a conviction was recorded) and certain investigative information, or seek information from relevant disciplinary bodies to obtain certain disciplinary information
- seek additional information from courts, police and prosecuting authorities
- notify authorised agencies of the outcome of your application in certain circumstances
- refer information to Queensland Police Service to monitor changes in police information and blue card compliance, and
- provide information on valid blue card numbers.

An applicant can withdraw their consent to screening at any time before a decision is made about their application.

Certain obligations apply to blue card applicants or card holders and employers. For more information see www.bluecard.qld.gov.au

Disqualified people

It is an offence for a disqualified person to sign a blue card application consenting to employment screening.

A disqualified person:

- has been convicted of a disqualifying offence (eg. a child-related sex or pornography offence or child murder), or
- is the subject of:
 - reporting obligations under the *Child Protection (Offender Reporting) Act 2004*
 - an offender prohibition order under the *Child Protection (Offender Prohibition Order) Act 2008*
 - a disqualification order issued by a court prohibiting the person from applying for, or holding a blue card.

A disqualified person can apply to the Commission for an eligibility declaration. In limited circumstances they may be declared eligible to apply for a blue card.

For more information about disqualified people, including a full list of disqualifying offences, or for an application form, go to www.bluecard.qld.gov.au

Commission for Children and Young People
and Child Guardian
Level 14, T & G Building
141 Queen Street
Brisbane Qld 4000

PO Box 12671
Brisbane George Street Qld 4003

Phone: 07 3247 5145
Toll-free: 1800 113 611
Fax: 07 3247 5200

Website: www.bluecard.qld.gov.au



Working with Children Check Application Guide and Form

 **1300 652 879**

www.justice.vic.gov.au/workingwithchildren



If you need an interpreter please call the Translating and Interpreting Service on 13 14 50 and have them call the number above.

Department of Justice

Guide for Applicants

This Guide contains important information about the Working with Children (WWC) Check and your obligations under the *Working with Children Act 2005* (The Act). This is intended as a guide only and is not legal advice.

Please read the Application Guide before completing your Application Form.

The following information about the WWC Check can be found in this Guide:

Section 1:
Do I need to apply for a WWC Check?

Section 2:
How do I apply for a WWC Check?

Section 3:
What happens after I apply for a WWC Check?

Section 4:
What about my Privacy?

Section 5:
What information do I need to include with my application?

Section 6:
Further information

Section 7:
Top 5 Time Saving Tips for applicants, including:

1. How to fill in the form
2. Your photo
3. Identify documents (Refer to page 9 of this Guide)
4. What to bring with you
5. Where to lodge

Your WWC Check application form is attached to this Guide.

What is the Working with Children Check?
The WWC Check helps to protect children from sexual or physical harm by checking a person's criminal history - for serious sexual, serious violence or serious drug offences in particular - and also findings from certain professional disciplinary bodies such as the Victorian Institute of Teaching (VIT) and the Suitability Panel established under the *Children, Youth and Families Act 2005*.

A unique feature of the WWC Check is the ongoing monitoring of the criminal records of those who hold a WWC Check Card. When the Department of Justice is notified that a person with a WWC Check Card has been charged with, or found guilty of, an offence indicating a significant risk to children or had a finding against him/her made by a relevant professional body, that person's suitability to hold a WWC Check Card will be reviewed.

While some organisations undertake a number of measures to check the appropriateness of their employees or volunteers to work with children, others do not. The phrasing in of the WWC Check creates, for the first time in Victoria, a mandatory minimum standard for a range of child-related industries.

Not everyone who has contact with children is required to undergo a WWC Check.

Approximately 650,000 Victorians who work or volunteer in certain fields of child-related work will be required to apply for a WWC Check as the checking system is phased in industry by industry up to 30 June 2011. This Guide will explain who is required to apply for a WWC Check and when you need to apply.

Section 1: Do I need to apply for a WWC Check?

Under the *Working with Children Act 2005*, only people engaging in 'child-related work' must apply for and pass the WWC Check. Not everyone whose work brings them into contact with children will need to apply for a Check.

You need to apply for and pass the WWC Check if you meet **all** of the following criteria:

- your work or volunteer role involves contact with children in connection with one of the 20 child-related occupational fields listed in the Phasing In Schedule on the opposite page
- you volunteer or do this work on a regular basis
- you have direct contact with children under 18 years of age and are not directly supervised
- you do not qualify for an exemption from the need for a WWC Check.

Is my work or volunteer work included in the WWC Check?

Your work is included in the WWC Check if you are:

- a volunteer (this does not include unpaid work done for a private or domestic purpose, such as driving a neighbour's children to school)
- performing unpaid community work under a court order
- an employee or an independent contractor (self-employed person)
- a minister of religion or performing duties of a religious vocation
- an officer of a body corporate
- a member of a committee of management (unincorporated body or association) or partnership
- a person doing practical training as part of an educational or vocational course, for example, a student teacher.

Your work is not included in the WWC Check if you are only:

- participating in an activity with a child on the same basis as the child, or
- undertaking a work experience arrangement organised by your educational institution or a structured workplace learning arrangement as part of your course at school, TAFE or universities with TAFE divisions.

In my work or volunteering do I (or am I likely to) usually have regular, direct contact with a child where that contact is not directly supervised?

To help you answer this question, you should discuss the nature of your role with your employer, agency or volunteer organisation.

'Direct contact' is any contact with a child that involves any of the following:

- physical contact
- talking face-to-face
- physically being in view – this means you can see them.

Direct contact does not include telephone, email or internet contact with a child.

To be considered 'directly supervised', your supervision must be:

- undertaken by a person who has the role of supervising your 'child-related work'
- immediate and personal.

Direct supervision does not require constant physical presence. For example, a person who is directly supervising a worker may leave the room in which they are engaging in the work to make a phone call.

Do I qualify for an exemption?

You do not need a WWC Check if you are:

- under the age of 18 years
- a parent who volunteers in the activity in which your own child ordinarily participates*
- a sworn police officer who is not suspended from duty
- a teacher who has current registration with the Victorian Institute of Teaching
- closely related to each child you have contact with in your work*
- 18 or 19 years of age, a student at an educational institution (such as a school or TAFE college), and working as a volunteer either at your educational institution or outside your educational institution under an arrangement made by that institution (this does not include practical training)*
- a visitor to Victoria who does not ordinarily reside and perform child-related work in Victoria.

* If you also undertake an additional type of child-related work then you may be required to obtain a WWC Check for that other work.

Do I need a WWC Check if I already have a police records check?

Yes. The WWC Check is different from a police records check. If you are required to apply for a WWC Check as explained above, you must do so even if you have had a police records check.

Should I be applying now?

The WWC Check is being phased in over five years. Each year different child-related occupational fields will be introduced. The Phasing In Schedule details when you need to apply for a WWC Check.

Phasing In Schedule

Occupational Fields (Service, Body, Place, Activity)	When to Apply
<ul style="list-style-type: none"> • Child protection services • Youth Justice places or services including: remand centres, youth residential centres, youth supervision units, youth training centres and probation services • Fostering children • Community services (that are established under the <i>Children, Youth and Families Act 2005</i>) • Child care services, including: family day care, outside school hours care, centre based long day care, occasional care and in home care • School crossing services • All overnight camps for children • Educational institutions for children, specifically: <ul style="list-style-type: none"> - State schools (including all primary, secondary, technical and special State schools) - Non-Government schools (including all primary, secondary and special non-Government schools) - TAFE colleges and TAFE Divisions of universities providing VCE and/or Victorian Certificate of Applied Learning (VCAL) subjects for children - Some adult education providers providing VCE and/or VCAL subjects for children - Other institutions providing children's study or training programs <p>Please note that teachers registered by VIT are exempt</p> <ul style="list-style-type: none"> • Children's services (that are required to be regulated under the <i>Children's Services Act 1996</i>) including Kindergartens or preschools • Counselling or other support services for children • Publicly-funded or commercial transport services specifically for children • Refuges or other residential facilities used by children • Religious organisations 	<p>Already phased in between 3 April 2006 and 30 June 2008.</p> <p>People working in connection with these occupational fields must apply for a WWC Check before commencing such work.</p> <p>Failure to do so may result in penalties.</p>
<ul style="list-style-type: none"> • Babysitting or childminding services arranged by a commercial agency • Clubs, associations or movements of a recreational or sporting nature in connection with the following sport or recreation: <ul style="list-style-type: none"> - athletics (including Little Athletics) - basketball - cricket - football (Australian Rules) - football (soccer) - gymnastics (including trampolining) - martial arts - netball - swimming (including lifesaving) - tennis that provide services or conduct activities for, or directed at, children, or whose membership is mainly comprised of children • Paediatric wards - of public or private hospitals, as defined in the <i>Health Services Act 1988</i> 	<p>Year 3</p> <p>1 July 2008 to 30 June 2009</p>
<ul style="list-style-type: none"> • Clubs, associations or movements of a recreational or sporting nature in connection with all remaining sport and recreation groups not previously phased-in that: <ul style="list-style-type: none"> - provide services or conduct activities for, or directed at, children, or - whose membership is mainly comprised of children • Coaching or tuition services of any kind for children 	<p>Year 4</p> <p>1 July 2009 to 30 June 2010</p> <p>Continued over page</p>

Occupational Fields (Service, Body, Place, Activity)	When to Apply
<ul style="list-style-type: none"> • Clubs, associations or movements of a cultural nature that: <ul style="list-style-type: none"> – provide services or conduct activities for, or directed at, children, or – whose membership is mainly comprised of children • Commercial entertainment or party services specifically for children, unless they are merely incidental to or in support of other business activities • Commercial gym or play facilities specifically for children, unless they are merely incidental to or in support of other business activities <p><i>For example, the provision of play facilities for children by a fast-food business may be merely incidental to the business of providing food</i></p> <ul style="list-style-type: none"> • Commercial photography services specifically for children, unless they are merely incidental to or in support of other business activities • Commercial talent or beauty competitions for children, unless they are merely incidental to or in support of other business activities 	<p>Year 5 1 July 2010 to 30 June 2011</p>

Section 2: How do I apply for a WWC Check?

1. How do I apply for a WWC Check?

To apply for a WWC Check please:

- complete all required sections of the attached application form in **BLACK INK** (incomplete applications may not be processed)
- do not sign the application form before lodging – it must be witnessed at Australia Post.

Submit your application form **in person** at a participating Australia Post outlet together with:

- your original proof of identity documents (see section 5.4)
- a passport size and quality photograph (see section 5.2 for details)
- payment if applying for an employee card.

Details of participating Australia Post outlets can be found by:

- calling **13 13 18** or
- visiting www.auspost.com.au (select 'Find a postal outlet', click 'Post Office', enter your preferred Victorian suburb or postcode, click the 'Working with Children' option, and then click 'search').

If you have difficulty completing or lodging this form due to your specific needs or circumstances, please contact the WWC Check Information Line on 1300 652 879.

An Information Line staff member will be able to talk through your specific needs and circumstances, and provide information about the assistance, support and options available to you for completing or lodging your application.

Prefer an appointment?

For your convenience, you can make an appointment to lodge your application form at your nearest participating Australia Post outlet by calling **1300 300 357**.

2. What is the cost of a WWC Check and how do I pay?

Volunteer Application – Free
Employee Application/Self Employed – \$73.90 at the time of printing*

If you are applying for a WWC Check as an employee you must pay the non-refundable fee at the time of lodging your application. The fee can be paid in cash or by EFTPOS, MasterCard or Visa.

It is an offence to use a volunteer application receipt, volunteer Assessment Notice or volunteer WWC Check Card for paid child-related work.

3. Can I withdraw my application?

You may write to the Department of Justice withdrawing your application at any time before the first of the following occurs:

- you are issued with an Assessment Notice or Negative Notice; or
- you are issued with an Interim Negative Notice.

If the Department of Justice seeks further information from you to assist in assessing your application and you do not provide that information within the time given, your application may be deemed withdrawn.

4. What happens if my WWC Check Card is lost, stolen, damaged or I have changed my name?

If your WWC Check Card is lost, stolen or damaged or you have changed your name, please submit an Application for Replacement Card Form (download from the website:

www.justice.vic.gov.au/workingwithchildren or call the Information Line on 1300 652 879).

Replacement cards are free for volunteers and cost \$16.90* for employees at the time of printing.

*Fees are subject to change. Please check at www.justice.vic.gov.au/workingwithchildren for the current fee.

Section 3: What happens after I apply for a WWC Check?

1. What information is checked?

Once you lodge your application, it will be sent to the Department of Justice to be assessed. The Department will mainly consider the following offences or findings:

- serious sexual offences
- serious violence offences
- serious drug offences
- relevant findings from prescribed professional bodies.

Details of offences and findings of significance for the WWC Check are available on the website www.justice.vic.gov.au/workingwithchildren or from the WWC Check Information Line on 1300 652 879.

By making an application and authorising the conduct of a police record check you are consenting to:

- the Department of Justice undertaking a national criminal history record check by forwarding details, obtained from your application form, to the CrimTrac Agency (Federal Government agency which provides national police record checking services)
- the CrimTrac Agency making enquiries to Australian Police Services (State, Territory and Commonwealth)
- Australian Police Services (State, Territory and Commonwealth) extracting from their records details of criminal records recorded, including any discloseable spent convictions, and forwarding the relevant information to the Department via the CrimTrac Agency
- a review of findings from prescribed professional bodies
- the conduct of ongoing police record checks if you are issued with a WWC Check Assessment Notice and a WWC Check Card.

The national criminal history record check may reveal criminal history information held by police and other bodies about you. This information can include where a court has:

- made a formal finding of guilt in relation to an offence
- convicted you of an offence
- accepted a plea of guilty from you
- acquitted you of an offence because of a mental impairment.

It can also include information about:

- any spent convictions you have unless such disclosure is not permitted
- charges and convictions from when you were a child (under 18 years)
- charges which are pending against you
- the circumstances surrounding any of these charges and convictions.

Under the WWC Act, the Department can make further enquiries with any appropriate person or body in order to determine your application, for example, the Director of Public Prosecutions.

The VIT and the Suitability Panel will make findings available as part of the WWC Check (see page 1 of this Guide). Other prescribed professional bodies will also be included in the future.

2. What happens if I do not have any offences or findings?

Applicants who do not have a criminal offence or finding from a prescribed professional body will pass the WWC Check and will be issued with an Assessment Notice and WWC Check Card.

Your Assessment Notice should be kept in a safe place as it contains important information about your obligations. Your WWC Check Card, featuring your photo and signature, should be used to show your employer, volunteer organisation or agency that you have passed a WWC Check.

Once issued, your WWC Check Card is valid for five years, providing it is not revoked or surrendered within that time. You will **not** need to obtain a new WWC Check Card if you change jobs or volunteer organisations in this five year period unless you move from a volunteer to an employee status in child-related work.

3. Can I pass the WWC Check if I have a criminal history?

Not all offences are considered in assessing a WWC Check application, so you may still pass the WWC Check if you have a criminal record. The following will always be considered:

- serious sexual offences
- serious violence offences
- serious drug offences
- relevant findings from prescribed professional bodies.

A list of offences of significance for the WWC Check is available on the WWC Check website www.justice.vic.gov.au/workingwithchildren or through the WWC Check Information Line on 1300 652 879.

Should a WWC Check applicant have such an offence or a finding made against them by a prescribed professional body on their record, the outcome of their application will be dependent upon the nature of the matter and the surrounding circumstances.

If you are a person who is subject to reporting obligations under the *Sex Offenders Registration Act 2004* or an extended supervision order under the *Serious Sex Offenders Monitoring Act 2005* you are not able to work with children and will be issued with a Negative Notice (this means that you have not passed the WWC Check).

4. What happens if I do not pass the WWC Check?

If the Department of Justice believes you should not pass the WWC Check, you will first receive an Interim Negative Notice. The Interim Negative Notice will advise you of:

- the intention to issue you with a Negative Notice (a Negative Notice means you have not passed the WWC Check)
- the reason for issuing you with an Interim Negative Notice, including information about your criminal record that has been considered
- your opportunity to make a submission to explain to the Department of Justice why you should pass the WWC Check. If you do not make a submission within the required time, you will automatically be issued with a Negative Notice.

Any employer, volunteer organisation or agency that provides you with child-related work or intends to do so will be advised that you have received an Interim Negative Notice and be given a copy. The details of your criminal record **will not** be provided to your employer, volunteer organisation or agency.

The Department of Justice will rely on the information you provide on your application form and subsequently to identify relevant employers, volunteer organisations and agencies.

Once you have received an Interim Negative Notice the Department of Justice will then make a decision about whether or not you pass the WWC Check. Any submission you have made will be considered in this process. If it is decided that you pass the WWC Check, you will be issued with an Assessment Notice and WWC Check Card. If it is decided that you do not pass the WWC Check, you will be issued with a Negative Notice.

If you have been issued with a Negative Notice you cannot apply for, or engage in, child-related work, regardless of whether that work is directly supervised by another person. You cannot reapply for a WWC Check until five years after the date of the Negative Notice, unless there is a relevant change in your circumstances, for example, your criminal conviction is overturned or you are found not guilty of a relevant charge.

If you have been issued with a Negative Notice you can appeal the decision to the Victorian Civil and Administrative Tribunal (VCAT) unless you are subject to reporting obligations under the *Sex Offenders Registration Act 2004* or an extended supervision order under the *Serious Sex Offenders Monitoring Act 2005*.

5. Can I undertake child-related work without a WWC Check?

No. If you are required to apply for a WWC Check you must do so by the due date. It is an offence (punishable by up to two years imprisonment and/or a fine) to knowingly engage in child-related work without a WWC Check, unless some very limited defences apply or you fall within one of the exemptions.

6. Can I work while my application is being processed?

When you lodge your application, Australia Post will verify and issue you with an application receipt to prove that you have applied for a WWC Check (please see page 5 of your application form for your application receipt). While your application is being processed, the Act allows you to:

- continue to perform child-related work
- apply for child-related work
- commence child-related work.

You will need to show your employer, volunteer organisation or agency your application receipt as evidence that you have submitted an application. While the Act allows you to commence child-related work before passing the WWC Check, some employers, volunteer organisations or agencies, as part of their recruitment practices, may require that you have passed the WWC Check before you commence work with them.

For inquiries about the status of your application please contact the WWC Check Information Line on 1300 652 879, or via the Check Status option on the website:
www.justice.vic.gov.au/workingwithchildren

A person cannot work in or apply for child-related work while their application is being processed if they:

- are subject to reporting obligations under the *Sex Offenders Registration Act 2004*; or
- are subject to an extended supervision order under the *Serious Sex Offenders Monitoring Act 2005*; or
- have previously received a Negative Notice without having subsequently received an Assessment Notice.

7. What happens if my circumstances change and I have already passed a WWC Check?

If a relevant change in your circumstances occurs (see below), your suitability to hold a WWC Check Card will be reassessed.

If you have applied for or passed the WWC Check, you must notify the Department of Justice and your employer, volunteer organisation or agency (where applicable) within seven days of the relevant change in your circumstances.

A relevant change in your circumstances is:

- a charge or conviction or final determination (even if you are acquitted) in relation to a 'relevant offence' under the WWC Act; or

Section 4: What about my Privacy?

1. How will information collected about me be used?

The Department of Justice will only use the information obtained through WWC Checks as permitted by law and is bound by Victorian Privacy laws (*Information Privacy Act 2000* and *Health Records Act 2001*).

Under the *Child Wellbeing and Safety Act 2005*, your personal information (including information obtained from police and the Victorian Institute of Teaching) may be disclosed to the Child Safety Commissioner, who is responsible for monitoring and reporting on the administration of the *Working with Children Act 2005*.

Under the *Working with Children Act 2005*, it is an offence to disclose any information acquired during a WWC Check. The Act does, however, allow disclosure in certain circumstances, including:

- in good faith for carrying out the purposes of the Act
- in good faith to assist in making employment related decisions in relation to child-related work
- in good faith for the purposes of a reference check on the applicant for child-related work, for example, to confirm the status of your WWC Check
- as required or authorised by or under any Act
- to courts or tribunals during legal proceedings or where the Department of Justice needs to obtain legal advice or representation
- where a court or tribunal makes an order for the disclosure of information
- with your written consent.

- becoming subject to reporting obligations under the *Sex Offenders Registration Act 2004*; or
- becoming subject to an extended supervision order under the *Serious Sex Offenders Monitoring Act 2005*; or
- a relevant finding against you by the Victorian Institute of Teaching or the Suitability Panel.

Note: For the purpose of the WWC Check, you do not have to give your employer, volunteer organisation or agency any details of your criminal record. You only need to provide them with a written notice which states that a relevant change in your circumstances has occurred.

Note: If you have a criminal record the Department of Justice **will not** disclose the details of your criminal record to your employer, volunteer organisation or agency without your consent. If you are issued with an Interim Negative Notice or Negative Notice, your employer will also receive a copy of the Notice. This **will not** include any information about your criminal record.

Limited personal information which you provide to the Working with Children Check Unit in support of your application may be provided to your employer, or the organisation for which you volunteer. The copy of your Assessment Notice which is sent to your employer or volunteer organisation may include, for example, details such as your date of birth, or your full name (including your middle name).

2. Can I access personal information held about me?

You may apply under Freedom of Information (FOI) legislation for access to any information about you collected by the Department of Justice. The contact details for the Freedom of Information Unit are:

**Freedom of Information
Department of Justice
GPO Box 435600
Melbourne VIC 3001
Telephone: 8684 0063**
Online FOI applications: www.foi.vic.gov.au

Section 5: What information do I need to include with my application?

2. Your photograph

When submitting your application, there are a number of details and documents which you are required to provide. Please read this section carefully in order to understand what is required, as applications cannot be processed if you are unable to provide the required documentation.

1. Employer/Volunteer Organisation Details

At Question 12, the application form asks you to identify the organisations you will be doing child-related work with.

You should include:

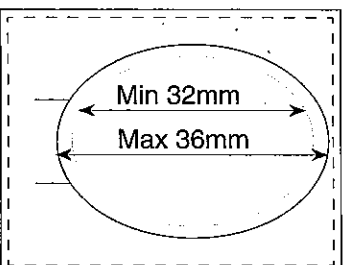
- organisations that you currently work with;
- any agency you use to find child-related work for you; and
- any organisation that has made you a definite offer of child-related work. (Do not include details of organisations you have only applied to, but have not made you a firm offer. Update us later if you secure the position.)

Note that the organisation(s) you identify:

- may receive enquiries about you from the Department of Justice for the purpose of assessing your application
- will be advised if you withdraw your application, and
- will be sent a copy of any Assessment Notice, Interim Negative Notice or Negative Notice given to you.

Make sure the contact details you list are the ones the organisation wants used for the above purposes.

Keep the Department informed of any change of organisation details by using the Change of Personal Details Form (download from the website: www.justice.vic.gov.au/workingwithchildren or call the Information Line on 1300 652 879).



You must provide a recent colour passport size and quality photograph of yourself with your application. What this means is your photograph must:

- be within 45-50mm high and 35-40mm wide
- be no more than 12 months old
- show your head and top of your shoulders close up
- show you facing and looking directly at the camera
- show your eyes open and clearly visible, and only with glasses if you regularly wear them
- show natural skin tones and colours, no flash reflections and no red eye
- show you with a natural expression (e.g. not smiling)
- show you without any hat or head covering unless worn for religious reasons
- have a plain, light-coloured background (e.g. white, cream or pale blue)
- not be manipulated, for example, by removing spots or softening lines
- be printed on high-quality paper at high resolution.

Your application will not be accepted by Australia Post if you do not provide an appropriate photo.

3. Evidence of name change

If the name you use to apply for a WWC Check is different from the name on any of your identity documents, you must show proof of your name change when lodging your application. Documents that can be accepted as proof of a name change include:

- Marriage Certificate
- Change of Name Certificate issued by a State Registry of Births, Deaths and Marriages
- Divorce papers
- Deed Poll.

If you are unable to provide a document/s that will meet these requirements, please contact the WWC Check Information Line (1300 652 879) for further advice.

4. Identification documents

The system of identification documents requires:

- **At least 3 pieces of identification**
- **Different types of identification, and**
- **A score of at least 100 points.**

When lodging your application you should provide original proof of identity documents from each of the three categories in the table in the next column:

- **Category A** are photograph/signature documents
- **Category B** are documents that establish evidence of operating in the community
- **Category C** documents evidence of your current residential or postal address.

All documents must be current.

Your documents must reach a **minimum total of 100 points**. This may mean you will need to produce more than three documents.

If you do not have documents for all three categories, three documents from Category B may be used (one of which must have a value of at least 40 points) and one document from Category C.

In other words, your **document combination** must be either:

- **A + B + C = 100 points or more or**
- **3 x B + 1 x C = 100 points or more, including one B document worth at least 40 points.**

Only **original documents** will be accepted. Australia Post will make a photocopy of these documents and attach them to your application.

If you are unable to provide a document/s that will meet these requirements, please contact the WWC Check Information Line on 1300 652 879 for further advice.

Section 6: Further Information

1. What information is available for applicants with specific needs?

If you have difficulty completing or lodging this form due to your specific needs or circumstances, please contact the WWC Check Information Line on 1300 652 879.

2. Who can I contact for further information?

If you need further assistance or information, please contact the WWC Check Information Line on 1300 652 879 or visit the website www.justice.vic.gov.au/workingwithchildren

Proof of Identity Documentation

You **MUST** use one of the two combinations below: Additional A, B or C documents may be provided to meet 100 points

A + B + C = 100 points or more
3 x B + 1 x C = 100 points or more
 (1 x B must be a minimum of 40 points)

Documents must be current	A	B	C	Points
Australian Passport	■	■	■	70
Foreign Passport	■	■	■	70
Australian Firearms Licence	■	■	■	40
Australian Driver Licence	■	■	■	40
Centrelink card (with ref. number)	■	■	■	40
Australian Birth Certificate (no extracts)	■	■	■	70
Travel Document or current Australian visa	■	■	■	70
Certificate of Australian Resident Status	■	■	■	70
Australian Citizenship Certificate	■	■	■	70
DVA card	■	■	■	40
Tertiary ID card	■	■	■	40
Private security individual operator licence	■	■	■	40
Medicare card	■	■	■	25
Private health insurance card	■	■	■	25
Credit or account card*	■	■	■	25
2nd Credit or account card*	■	■	■	25
Marriage Certificate	■	■	■	25
Change of Name Certificate (reg. issue only)	■	■	■	25
Australian Driver Learner Permit	■	■	■	25
Superannuation Statement (up to 24 mths old)	■	■	■	25
Taxation Assessment Notice (up to 24 mths old)	■	■	■	25
Motor vehicle registration (up to 12 mths old)	■	■	■	25
Utilities Notice (up to 12 mths old)	■	■	■	25
2nd Utilities Notice (up to 12 mths old)	■	■	■	25
Council Rates Notice (up to 12 mths old)	■	■	■	25
Financial Institution Statement (up to 12 mths old)	■	■	■	25
2nd Financial Institution Statement	■	■	■	25
Electoral Enrolment	■	■	■	25
Rental contract or receipt issued by landlord, agent or owner (up to 12 mths old)	■	■	■	25
TOTAL POINTS (minimum of 100 points)				25

*American Express and Diners Club charge cards not acceptable.

The WWC Check Unit is part of the Department of Justice in Victoria. The Unit's contact details are:

Department of Justice
 GPO Box 1915
 Melbourne VIC 3001
 DX 210001
 Telephone: 1300 652 879
 Email: workingwithchildren@justice.vic.gov.au
 Website: www.justice.vic.gov.au/workingwithchildren

Section 7: Before you begin - 5 Top Time Saving Tips

To save yourself time follow these helpful tips below before lodging your application.

1. Completing your Application Form

Use **BLACK INK** and **BLOCK LETTERS**.

Leave spaces between words when completing the form eg:

1 2 3 B O N D S T R E E T

DO NOT cross out sections that are not required, leave blank if not applicable.

DO NOT SIGN the application form, it must be witnessed at an Australia Post outlet.

2. Your Photo

Must be of passport size and quality (check section 5.2, page 8 of the Guide for details).

3. Identity Documents

Refer to section 5.4, page 9 of the Guide for full details.

You must have at least 3 identity documents that:

- are **current and original (no photocopies)**
- **add up to a minimum of 100 points**
- are one of these document combinations: **A + B + C = 100 points or more, OR 3 x B + 1 x C = 100 points or more, including one B document worth at least 40 points.**

If any of your identity documents show a different name from the name you use to apply, you must bring along an original 'Proof of name change' document (see Section 5.3 of the Guide and Section B, question 2 of the Application Form).

4. What to Bring with you

➡ Yourself

You are required to lodge your application form and supporting documents in person.

➡ Completed Form

Ensure all sections are completed.

➡ Required Fee (Employees)

The fee for employee applications is \$73.90 at the time of printing. Check at www.justice.vic.gov.au/workingwithchildren or phone 1300 652 879 for the current fee.

➡ Identity Documents
➡ Photo

All identity documents, including change of name documents if applicable. Passport size and quality.

5. Where to Lodge your Application Form



You need to lodge your application at a participating Australia Post outlet. To locate your closest outlet:



13 13 18 or



Visit www.auspost.com.au (select 'Find a postal outlet', click 'Post Office', enter your preferred Victorian suburb or postcode, click the 'Working with Children' option, and then click 'search').

If applying outside Victoria telephone the WWCC Check Information Line for details on 1300 652 879.

After you Lodge your Application Form

Retain your verified application receipt (inside back page of this application form). The receipt allows you to do child-related work, while your application is being processed. It is valid for 60 days from date of issue, or until your application is decided, whichever occurs sooner.




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Department of Justice

Application for a Working with Children Check

Please use **BLACK INK**  and print within the boxes in **BLOCK LETTERS**.

Use **CROSSES** in boxes marked with an . Please leave spaces between words.

Note: It is a criminal offence under section 39 of the Working with Children Act 2005 to provide false or misleading information when applying for a Working with Children Check.

Section A: Type of Application (This section MUST be completed)

1. Is this your first Victorian Working with Children Check Application?

Yes If yes, is this: A Volunteer Application **OR** An Employee Application (includes self-employed)

NOTE: It is a criminal offence under section 37 of the Working with Children Act 2005 to use a volunteer Assessment Notice for paid work.

No Use this form to change from 'Volunteer' to 'Employee'.
Enter your previous Victorian Working with Children Check Card number

Section B: Your Details - the applicant (This section MUST be completed)

2. Title (eg. MR, MS, MRS, MISS, DR) Family Name (Surname) (If your full name is only one word, write it in this field)

First Name and Middle Name/s

NOTE: If your identification documents show a different name, you must show proof of your name change when you lodge this application. Refer to section 5.3 of the Guide for Applicants for details of acceptable documents.

3. List ALL other names you are currently, or have ever been, known by including name at birth, previous married name(s), maiden name, anglicised names, shortened names and aliases.

Family Name (Surname) (If your full name is/was only one word, write it in this field)

First Name and Middle Name/s

Family Name (Surname) (If your full name is/was only one word, write it in this field)

First Name and Middle Name/s

Family Name (Surname) (If your full name is/was only one word, write it in this field)

First Name and Middle Name/s

4. Gender Male Female

5. Date of Birth

Town/City

6. Place of Birth

Country

State (complete only if born in Australia)

Section C: Contact Information (This section MUST be completed)

7. Current Residential Address (include RMB/RSD/Lot number if applicable) (complete all fields including state and postcode)

Suburb/Locality

State

Postcode

8. Current Postal Address if different from above (complete all fields including state and postcode)

Suburb/Locality

State

Postcode

9. Please list your contact numbers (at least one daytime number is required)

Home

Work

Mobile

10. List any previous addresses you have lived at in the past five years

Residential Address (complete all fields - including state and postcode if in Australia)

Suburb/Locality

State

Postcode

Residential Address (complete all fields - including state and postcode if in Australia)

Suburb/Locality

State

Postcode

Residential Address (complete all fields - including state and postcode if in Australia)

Suburb/Locality

State

Postcode

Section D: Details of Child-Related Work

(This section MUST be completed if you are engaged or intend to be engaged in child-related work)

11. List the area(s) of child-related work in which you work or volunteer, or intend to work or volunteer.

Refer to section H on the back page of this Application Form for code numbers. Please indicate ALL codes that apply and whether you will be a volunteer or an employee (or both).

1st Code No. ▶ Volunteer Employee 2nd Code No. ▶ Volunteer Employee

3rd Code No. ▶ Volunteer Employee 4th Code No. ▶ Volunteer Employee

NOTE: 'Child-related work' has a specific meaning (see section 1 of the Guide). The Phrasing In Schedule, on pages 3-4 of the Guide for Applicants, affects whether you are doing child-related work.

Section E: Details of Organisations/ (This section MUST be completed)

NOTE: The organisations/you list, may receive enquiries from the Department of Justice for the purpose of assessing your application, will be advised if you withdraw your application and will be sent a copy of any Notice you are given. You should keep the Department informed of any change of organisation details using a Change of Personal Details form, available from the website: www.justice.vic.gov/workingwithchildren or on request.

12. Who will you be working/volunteering with? Read the options carefully and select ONE.


I **WILL** be doing child-related work for the following organisations:

Note: Fill in details of every organisation that:

- employs you, or
- you volunteer for, or
- you have a firm offer from, or
- acts as your agent - for child related work.

DO NOT list organisations you have applied to that have not made you a firm offer.

Please complete the organisation details below and complete all fields including state, postcode and phone number. You **MUST** also complete Question 11 on the previous page.

Name of primary Organisation (include department/section) 

Postal Address

Suburb/Locality

Employer/Volunteer organisation contact phone number

Name of other Organisation (include department/section)

Postal Address

Suburb/Locality

Employer/Volunteer organisation contact phone number


Name of other Organisation (include department/section)

Postal Address

Suburb/Locality

Employer/Volunteer organisation contact phone number

I **DO NOT** currently work or volunteer in child-related work or have an offer to do so.

 **DO NOT** fill in organisation details. Now turn over the page, read (but do not sign) Section F, and complete (but do not sign) your Application Receipt.

State Postcode

State Postcode

State Postcode



If there are more organisations, complete the details on a blank sheet and give to Australia Post with your application form.

Section F: Applicant's consent and signature (This section MUST be completed by the applicant)

I apply to the Secretary to the Department of Justice (Secretary) for a Working with Children Check to be carried out on me and an Assessment Notice to be given to me on completion of the Check.

I authorise the Secretary to arrange for the conduct of a police record check on me in connection with the consideration of this application and, if an Assessment Notice is given subsequent to a police record check, to ongoing police record checks on me from time to time whilst an Assessment Notice remains in force.

I consent to the Secretary making enquiries about me to any relevant prescribed body in connection with the consideration of this application and, if an Assessment Notice is given, to ongoing enquiries being made about me with any relevant prescribed body from time to time whilst an Assessment Notice on me remains in force and to the disclosure to the Secretary by any relevant prescribed body of any relevant information concerning me.

Secure photo face up

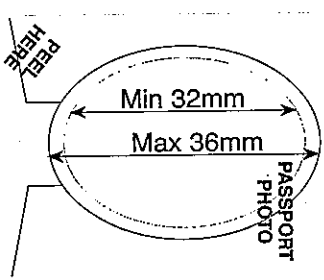
DO NOT SIGN OR ATTACH PHOTO UNTIL YOU LODGE YOUR APPLICATION

Your signature must be witnessed by the Australia Post officer.

Applicant please sign within the box using black pen



Date



Section G: Australia Post Use Only

Verifier's Declaration

I confirm that all sections of the form have been completed.

I declare the photo ID is a recognisable likeness of the applicant.

I have sighted the original Proof of Identity documentation and confirmed it is current and matches the application.

Work Centre Code

Date

Verifier's name

Comments

DD MM YYYY

Verifier's Signature

Reminder Checklist

- ✓ Contact Retail EPOS helpdesk with queries
- ✓ Please ensure all copies of Proof of Identity are readable
- ✓ Photocopy and enclose all Proof of Identity documents
- ✓ Ensure passport size and quality photo (see Guide, section 5.2) is attached to the form
- ✓ Mail in a correctly addressed envelope to address shown in EPOS pop-up message

Attach the numbered labels below to the Proof of Identity copies

01616332	01616332	01616332
01616332	01616332	01616332

Working with Children Check



Your Application Receipt

Please complete the details below prior to lodgement with Australia Post

This verified receipt can be used as evidence that the person named below has applied for a Working with Children Check (Check) in Victoria. This verified receipt can be used until the application is decided, or for a maximum of 60 days from the date of issue, whichever occurs sooner. This receipt is not evidence that the person has passed a Check.

Applicants and employers are encouraged to check the status of an application online at www.justice.vic.gov.au/workingwithchildren or by contacting the Information Line on 1300 652 879.

Applicant to Complete

Applicant Details

Title (eg. MR, MS, MRS, MISS, DR) Family Name (Surname)

First Name and Middle Name/s

Current Residential Address

Suburb/Locality

State

Postcode

Contact Number

Date of birth

DO NOT SIGN UNTIL YOU LODGE YOUR APPLICATION

Applicant Signature:

Type of Application

Volunteer - not for child-related work for profit or gain

Employee (includes self-employed)

Note: Offences may apply under the *Working with Children Act 2005*, for engaging in, or engaging others in child-related work where the person has not passed a Check.

Australia Post Use Only - Receipt Verification

Date of issue

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Verifiers
Signature

Australia Post
Stamp

Australia Post staff MUST:
Verify the information on this receipt;
Date, sign and stamp this receipt;
Detach, this application receipt, and staple to the EPOS receipt; and
Provide both receipts to the applicant

Section H: Table of Occupational Fields (This section relates to question 1f, section D)

Type of work	Details	Code Number
Camps	All overnight camps for children	10
Child Care Services	Child care services including: <ul style="list-style-type: none"> • centre based long day care • occasional care • family day care • in home care • outside school hours care 	14 16 18 20 22
Childminding	Babysitting or childminding services arranged by a commercial agency	12
Child Protection Services	Child Protection Services	24
Children's Services	Children's services (that are required to be regulated under the <i>Children's Services Act 1996</i>) including kindergartens or preschools	26
Clubs & Associations	Year 3 group (see Phasing In Schedule, page 3-4 Guide for Applicants) Year 4 group (see Phasing In Schedule, page 3-4 Guide for Applicants) Year 5 group (see Phasing In Schedule, page 3-4 Guide for Applicants)	70 72 74
Coaching & Tuition	Coaching or tuition services of any kind for children	28
Community Services	Community Services (that are established or approved under the <i>Children, Youth and Families Act 2005</i>)	38
Counselling Services	Counselling or other support services for children	40
Educational Institutions	Educational institutions for children, specifically: <ul style="list-style-type: none"> • State schools (including all primary, secondary, technical and special State schools) • Non-Government schools (including all primary, secondary and special non-Government schools) • TAFE colleges and TAFE Divisions of universities providing VCE and/or Victorian Certificate of Applied Learning (VCAL) subjects • Some adult education providers providing VCE and/or VCAL subjects • Other institutions providing children's study or training programs 	44 46 48 50 52
Entertainment & Party Services	Commercial entertainment or party services for children unless they are merely incidental to or in support of other business activities	30
Foster Care	Fostering Children	54
Gym or Play Facilities	Commercial gym or play facilities for children unless they are merely incidental to or in support of other business activities	32
Paediatric Wards	Paediatric wards - of public or private hospitals as defined in the <i>Health Services Act 1988</i>	58
Photography Services	Commercial photography services for children unless they are merely incidental to or in support of other business activities	34
Refuges	Refuges or other residential facilities used by children	62
Religion	Religious organisations	64
School Crossings	School crossing services	66
Talent & Beauty Competitions	Commercial talent or beauty competitions for children unless they are merely incidental to or in support of other business activities	36
Transport	Publicly funded or commercial transport services specifically for children	60
Youth Justice	Youth Justice places or services including: <ul style="list-style-type: none"> • remand centres • youth residential centres • youth supervision units • youth training centres • probation services 	56
Other	Only administration of the <i>Working with Children Act 2005</i>	68

Attach receipt here

The receipt attached shows proof of a pending application which means the applicant may be employed in child related work whilst the application is in process.



Inquiries line
(08) 6217 8100
1800 883 979 (country callers)
www.checkwwc.wa.gov.au

Application Number

C0895329

WA



Application for a Working with Children Check

This guide contains important information about the Working with Children Check (WWC Check) and your obligations under the *Working with Children (Criminal Record Checking) Act 2004* (the Act). It is intended as a guide only.

The WWC Check aims to protect children by requiring those who do certain types of child-related work, including volunteer work, to have a WWC Card. The WWC Check does not apply to everyone who has contact with children.

An application for a WWC Check is attached to this guide. Please read this guide and use the Instructions in Section 5 when completing your Application Form.

These checks will be carried out by the Working with Children Screening Unit (WWC Screening Unit).

The following information about the WWC Check can be found in this guide:

The WWC Check costs \$10.00 for volunteers and other unpaid persons and \$50.00 for paid employees and self-employed people.

Section 1: Do I need to apply for a WWC Check?

What information is available for applicants?

Section 2: What happens after I apply for a WWC Check?

If you have difficulty completing or lodging this form or require further information you can:

Section 3: How do I apply for a WWC Check?

- Visit the WWC Check website:
<http://www.checkwwc.wa.gov.au>

Section 4: What information do I need to include with my application?

- Send the WWC Screening Unit an email to checkquery@dcp.wa.gov.au

Section 5: Instructions for completing an application

- Call the WWC Check Inquiries line **(08) 6217 8100** or **1800 883 979** (country callers)

- Contact the WWC Screening Unit via the website by following the prompts on the "Contact Us" link.

What is a Working with Children Check?

A WWC Check is a national criminal history check required by people who work with children and young people in certain categories of child-related work in Western Australia and the territories of Christmas Island and Cocos (Keeling) Islands.

A child is a person who is under 18 years of age.

Section 1: Do I need to apply for a WWC Check?

Category Number	Category of child-related work
01	A child care service*
02	A community kindergarten registered under the <i>School Education Act 1999</i> Part 5
03	An educational institution for children
04	A coaching or private tuition service of any kind but not including an informal arrangement entered into for private or domestic purposes
05	An arrangement for the accommodation or care of children, whether in a residential facility or private residence but not including an informal arrangement made by a parent of the child concerned or accommodation or care provided by a relative of the child
06	A placement arrangement under the <i>Children and Community Services Act 2004</i>
07	The performance by an officer**, as defined in the <i>Children and Community Services Act 2004</i> , section 3 of a function given to the officer under that Act
08	A detention centre, as defined in the <i>Young Offenders Act 1994</i> , section 3
09	A community child health service
10	A counselling or other support service
11	A religious organisation
12	A club, association or movement (including of a cultural, recreational or sporting nature and whether incorporated or not) with a significant membership or involvement of children but not including an informal arrangement entered into for private or domestic purposes
13	A ward of a public or private hospital in which children are ordinarily patients
14	A baby sitting or child minding service but not including an informal arrangement entered into for private or domestic purposes
15	An overnight camp, regardless of type of accommodation or how many children are involved
16	A transport service specifically for children
17	A school crossing service, being a service provided to assist children to cross roads on their way to or from school
18	A children's entertainment or party service
19	Any other work of a kind prescribed by the regulations. Do not use unless regulations have been added. See website
20	Work that is the exercise of performance by a person of a power of duty delegated to the person by the CEO under Section 45 of the <i>Working with Children (Criminal Record Checking) Act 2004</i> . (WWCSU Staff ONLY)

* A "child care service" has the meaning given to that term in Section 198 of the *Children and Community Services Act 2004* and includes licensees, managerial officers, nominated supervising officers or supervising officers, employees and volunteers.

**Officer means a person employed in or engaged by the Department, whether as a public service officer under the *Public Sector Management Act 1994*, under a contract for services, or otherwise.

You must have a WWC Check if you are:

- about to start child-related work; or
- already doing child-related work.

1.1 When do I apply?

The WWC Check is being phased-in from 1 January 2006. To find out the date you must apply by:

- visit the WWC Check website www.checkwwc.wa.gov.au;
- read the *WWC Check Factsheet 2: When to apply for a Working with Children Check* (available through the publications and forms link on the WWC Check website);

1.2 What is child-related work?

Under Section 6 of the Act you are in child-related work and require a WWC Check if the usual duties of your work involve, or are likely to involve, contact with a child in one of the categories listed in the table above. *If you are not sure which category of work applies, please contact your employer prior to completing the application.*

- talk to your employer; or
- contact the WWC Screening Unit Inquiries Line on (08) 6217 8100 or 1800 883 979 (country callers).

Section 1: Do I need to apply for a WWC Check? (cont)

Your work is child-related work as defined by the Act if:

- you are involved in paid, unpaid or volunteer work within your organisation, or you are self-employed, in connection with any of the 20 categories of child-related work (as listed on page 2); and

your **usual duties** involve or are likely to involve contact with a child including physical contact, oral communication (including by telephone) and electronic communication such as email or an internet chat room.

If you answered **YES** to both questions you must apply for a WWC Check **UNLESS** 1.3 or 1.4 apply to you.

1.3 Do I qualify for an exemption?

If any of the following apply to you then you may **not** need a

WWC Check. Are you:

- a volunteer under 18 years?
- a parent volunteering in certain activities where your child is also involved?

- an employer of children, or working alongside fellow workers who are children and who is not doing any other type of child-related work?
- a person supervising volunteers who are children?
- a short term visitor to Western Australia?

1.4 Do I need to apply?

If you are in child-related work on no more than 5 days in a calendar year (continuous or non-continuous) you do **not** need to apply for a WWC Check. However, if you are working in connection with a child care service you must apply regardless of the number of days you are working in a calendar year.

Some informal arrangements do not require a WWC Check.

For full details about these and other exemptions see WWC Check *Factsheet 5: Child-related work and exemptions* (available at www.checkwwc.wa.gov.au).

Section 2: What happens after I apply for a WWC Check ?

2.1 What will I be consenting to if I make an application?

If you make an application for a WWC Check, the WWC Screening Unit is required by law to:

- make a criminal record check about you; and
- consider information about your criminal history, if you have one, when deciding to issue you with an Assessment Notice or a Negative Notice. A Negative Notice prevents people from being in child-related work.

By making the application you will be consenting to this occurring. It is important that you are made aware of what you are agreeing to if you decide to make this application, so that you are giving informed consent.

2.2 What information will be obtained?

The WWC Screening Unit will obtain a national criminal history record check about you. This may reveal criminal history information about you which will be drawn from various sources, and include information held by police services, such as where the court has:

- made a formal finding of guilt in relation to an offence;
- convicted you of an offence;
- accepted a plea of guilty from you; or
- acquitted you of an offence because of unsoundness of mind.

It may also include information from any jurisdiction about:

- any convictions you may have;
- any spent convictions you have;
- charges and convictions from when you were a child (under 18 years);
- where you were charged with an offence but not convicted;
- any pending charges you have; and
- the circumstances surrounding any of these charges or convictions.

Under the Act the WWC Screening Unit can make further enquiries with appropriate persons or bodies in order to determine your Application.

2.3 What law requires this information to be collected?

Section 12(2) of the Act states that the WWC Screening Unit is not to decide your application for a WWC Check unless a criminal record check has been made in respect of you.

Section 34 allows the agency to ask an authorised person or a criminal records agency for information or access to records to determine whether you have a criminal record and to obtain the details of any criminal record you may have.

Section 2: What happens after I apply for a WWC Check ?(cont)

2.4 What use will be made of this information?

If the WWC Screening Unit receives any criminal history information about you, it is permitted by law to use this information when deciding to issue you with an Assessment Notice, an Interim Negative Notice or a Negative Notice.

The WWC Screening Unit is required by law to notify your employer or agency if you are issued with an Interim Negative Notice or a Negative Notice. The details of your criminal record will not be provided to your employer or agency.

2.5 Who else can be given this information?

In some situations, the law allows for this information to be given to persons or bodies in other jurisdictions who perform similar functions to WWC Checks.

If it is in the public interest to do so, the following public authorities may be advised of your application and the decision made.

- the Department of the Public Service principally assisting in the administration of the *Children and Community Services Act 2004*;
- the Department of the Public Service principally assisting the Minister in the administration of the *Child Care Services Act 2007*;
- the Department of the Public Service principally assisting the Minister in the administration of the *Transport Co-ordination Act 1966*;
- the Department as defined in the *Health Legislation Administration Act 1984*;
- the Western Australian College of Teaching established under the *Western Australia College of Teaching Act 2004*;
- the Department of the Public Service principally assisting in the administration of the *Police Act 1892*; and
- any other public authorities prescribed in the Regulations.

2.6 What happens if I do not make this application?

In some situations, you will be committing an offence if you are in child-related work without making an application for a WWC Check.

2.7 What happens if I do not have a criminal record or any relevant offences?

If you do not have a criminal record or any relevant criminal offence you will be issued with an Assessment Notice (WWC Card), a copy of which will be issued to your employer (if known to the WWC Screening Unit).

Your WWC Card will be valid for 3 years, unless cancelled. You will not need to obtain a new WWC Card if you change jobs or volunteer with other organisations during this 3 years.

2.8 Can I get a WWC Card if I have a criminal record?

Only certain offences are considered relevant when assessing an application, so you may still get a WWC Card if you have a criminal record.

Relevant offences mainly include sexual and serious violence offences.

2.9 What if my criminal record is considered relevant to working with children?

If the WWC Screening Unit assesses your criminal record and proposes to issue you with a Negative Notice, you will be advised in writing of:

- the fact that the WWC Screening Unit is proposing to issue you with a Negative Notice;
- information that the Unit has obtained about your criminal record; and
- the opportunity for you to make a submission to the WWC Screening Unit, providing any information you wish to be considered before a final decision is made about your application.

The WWC Screening Unit may issue an Interim Negative Notice preventing you from being in child-related work, before a final decision is made. This is only done if the Unit has concerns about the immediate safety of children.

If an Interim Negative Notice or Negative Notice is issued to you, your employer, volunteer organisation or agency for which you do child-related work will be given a copy. The details of your criminal record **will not** be provided to your employer, volunteer organisation or agency.

If you are issued with an Interim Negative Notice or Negative Notice you cannot carry out child-related work, regardless of whether that work is directly supervised by another person.

2.10 What happens if I am charged with or convicted of offences after I have applied for a WWC Card?

If you are in child-related work and a "relevant change" in your criminal record occurs, your suitability to hold a WWC Card will be reassessed.

A relevant change is a charge or conviction for a Class 1 offence or a Class 2 offence. See the WWC Check website www.check.wwc.wa.gov.au or read the *WWC Fact Sheet 4: Class 1 and Class 2 Offences*.

Section 2: What happens after I apply for a WWC Check? (cont)

If you have applied for or already hold a WWC Card when a relevant change in your criminal record occurs, you must notify as soon as practicable:

- the WWC Screening Unit (if you are self-employed); or
- your employer, volunteer organisation or agency (if you are an employee or volunteer) that a relevant change in your criminal record has taken place.

Notification of an offence of concern, from your employer or the police in WA or elsewhere, may result in a re-check of any criminal record and possibly a Negative Notice and cancellation of the WWC Card.

2.11 How will my information be used?

The WWC Screening Unit is required to treat your information as confidential and will only use the information obtained through these checks as permitted by law

If you have a criminal record, the details of your criminal record will not be disclosed to your employer, volunteer organisation or agency without your consent.

If you are issued with a WWC Card, Interim Negative Notice or a Negative Notice, your employer will receive a copy of the Notice. This will not include any information about your criminal record.

Section 3: How do I apply for a WWC Check?

Submit your application form in person at a participating Australia Post outlet together with:

- your original proof of identity documents (see Section 4); and
- the required fee (see Section 3.1 below).

Your photograph is included in the fee and will be taken when you lodge the form.

Details of participating Australia Post outlets can be found at www.auspost.com.au or call 13 13 18.

If you have difficulty completing or lodging this form due to specific needs or circumstances, please contact the WWC Screening Unit Inquiries Line on (08) 6217 8100 or 1800 883 979 country callers only.

3.1 What is the cost and how do I pay?

Volunteer/Unpaid	\$10.00
Paid Employee	\$50.00
Self-employed	\$50.00
Unpaid managerial officer (in licensed child care only)	\$10.00

Payment is made at the time of lodging your application at a participating Australia Post outlet. Payment can be made by EFTPOS, Mastercard, Visa or cash.

Cheques will not be accepted.

Replacement of lost/stolen WWC Cards is \$10.00. Check the website or contact the WWC Screening Unit for further information.

Section 4: What information do I need to include with my application?

4.1 100 Point Proof of Identity Check (for applicants over the age of 18 years)

You must provide **original** identification documents. All documents must be **current** (except for an expired passport that has not been cancelled and was current within the preceding 2 years).

3.2 What other documents do I need?

You must present certain documents to prove your identity when lodging your application. Please read Section 4 to find out what documents are acceptable. Applications cannot be processed if you do not provide the correct documentation.

If the Screening Unit asks for further information to assist in assessing your application, and you do not provide that information within the time given, your application may be taken to have been withdrawn.

It is critical to a WWC Check that the true identity of an applicant is established so that the correct criminal record information is obtained about the applicant. You are therefore required to present documentation that proves your identity when lodging your application. Please read this section carefully to understand what is required. Your application will not be accepted by Australia Post without the necessary documentation.

For the identification process you need to provide documents that:

- meet a 100 point Proof of Identity Check;
- include your date of birth, signature (if over 18 years) and current address;
- include your photograph; and
- proof of name change (if applicable).

Below is a list of acceptable documentation to meet this requirement. You must produce a combination of documents to total the required 100 points of identity. The acceptable combinations are either:

- Combination 1 - A + B; or
- Combination 2 - B + 3 C; or
- Combination 3 - A + 2 C; or
- Combination 4 (under 18 years of age) - A or D.

Section 4: What information do I need to include with my application? (cont)

Category A

- Current Passport**
- An expired Passport**
which has not been cancelled and was current within the preceding 2 years
- Australian Citizenship Certificate**
- Australian Birth Certificate**
this must be a full birth certificate as issued by the Registrar of Births, Deaths and Marriages (extracts are not acceptable). Please note that birth certificates from other countries are not acceptable.
- Birth Card**
Issued by the New South Wales Registry of Births, Deaths and Marriages.

Category B - Australian Documents Only

- A Licence or Permit**
Issued under a law of the Commonwealth, a State or Territory. This includes:
 - an Australian Drivers Licence;
 - an Australian Firearms Licence; or
 - any other similar licence.
- A Tertiary Student Identification Card**
Issued by an Australian tertiary education institution containing a copy of the seal or stamp of the institution. The card must have the student's signature and/or photograph.
- Department of Veterans Affairs (DVA) Card**
- Centrelink Card (with Reference Number)**
- Government Employee ID**

Category C - Australian Documents Only

- Medicare Card**
- Credit card or account card for a financial institution**
- Bank statement**
Issued by an Australian Bank or an international bank operating in and subject to the laws of Australia
- Motor vehicle registration or insurance papers**
- Property Rates Notice**
- Property Lease agreement**
- Home insurance papers**
- Utilities notice**
- Records of an Australian primary, secondary or tertiary education institution attended by the signatory in the last 10 years**
- Records from a current employer or previous employer within the last 2 years**
- Records of an Australian professional or trade association of which the signatory is a member.**
- Proof of Age Card (issued by DPI, WA)**
- A Mortgage**

4.2 Change of name

You are required to provide in the application form all prior names you have used. If you produce 100 points of identity documents in your current name, and the identity documents you have provided include either an Australian passport or an Australian drivers licence in your current name, you will not have to produce change of name documents. If you are unable to do this, or you are producing 100 points of identity documents that are in your current name and a prior name, you will be required to produce change of name documentation when lodging your application.

Documents accepted as proof of change of name include:

- an original full marriage certificate or extract;
- a certificate of marriage (commonly issued by the church or celebrant performing the marriage);
- a certificate of registration of a change of name (commonly referred to as a change of name by deed poll); or
- a Decree Nisi as proof of a return to a maiden name after a divorce.

4.3 Photographic identification

When lodging your application you will be required to provide photographic proof of identity. This may be provided by one of the documents that is used in meeting the 100 Point Proof of Identity Check.

If none of the documents that you provide contain photographic identification, you will be required to provide a recent photograph of yourself that has been signed on the back by an authorised witness as indicated below:

"This is a true image of (name of applicant), name of person identifying the applicant, position/role of the person signing, date of signing".

A list of authorised witnesses can be found on the WWC Check website - details on page 1.

4.4 Proof of current address

When you lodge your application you must produce a document that confirms your current address. This document can be one of the documents you use for the 100 Point Proof of Identity Check or any other document.

4.5 Date of Birth

A document needs to be presented confirming your date of birth. This document can be one of the documents you use for the 100 Point Proof of Identity Check or any other document.

Section 4: What information do I need to include with my application? (cont)

4.6 100 Point Proof of Identity Check for children (under 18 years of age)

Applicants under the age of 18 years when lodging their application will be able to meet the 100 point Proof of Identity Check by presenting 1 document from **Category A** or 1 document from **Category D**.

Applicants under the age of 18 years are still required to provide proof of their change of name (if applicable), photographic identification, date of birth and current address as outlined in Sections 4.2, 4.3, 4.4 and 4.5.

Please note the exemption for a volunteer under 18 years (Section 1.3).

4.7 Unable to meet 100 Points of Identification or attend a Post Office

If you are unable to meet any of the identification requirements, or attend a Post Office, either due to your circumstances or special needs, contact the WWC Screening Unit on (08) 6217 8100 or 1800 883 979 (country callers) for assistance.

Category A

Current Passport

An expired Passport

which has not been cancelled and was current within the preceding 2 years.

Australian Citizenship Certificate

Australian Birth Certificate

this must be a full birth certificate as issued by the Registrar of Births, Deaths and Marriages (extracts are not acceptable). Please note that birth certificates from other countries are not acceptable

Birth Card

issued by the New South Wales Registry of Births, Deaths and Marriages.

Category D

A letter from an educational institution

that the child attends verifying the identity of the child signed by the Principal or Administrator of that institution on its letterhead.

A student identification card

containing a copy of the seal or stamp of the institution.

Section 5: Instructions for completing an application

It is important that when completing your application you:

- Use only **BLACK** ink.
- Print within the boxes using **BLOCK LETTERS**.
- If you are **not** required to give information in some parts of the form, leave the relevant boxes blank - do not mark or cross them out.

Some instructions relevant to specific sections of the application form are detailed on page 7 and 8.

Part 1: Type of Application

- Place a cross in 1 box only - if this application is for a renewal, complete the current card number if known.
- If you are applying for a cancellation of a Negative Notice, please mark New Application and include your current Notice number.

Part 2: Details of Applicant

- Complete all details regarding your name, gender, date and details of birth, day time contact number and the number of your Western Australian Drivers Licence if you have one.
- If you have a preferred name for Screening Unit contact, please enter details - if not leave this section blank.
- If you have used names other than your current name you must list these names in this section. This should include maiden name, names changed through deed poll and other aliases that you may have used.

Section 5: Instructions for completing an application (cont)

Part 3: Current Address of Applicant

- Leave a space between words when filling out your Application Form (see below).

U 5 1 2 S M I T H S T

Part 4: Previous Residential Address

- If you have changed addresses over the last 5 years, you must list up to 3 of the last residential addresses you have had, starting with the most recent and working back in time. List only Australian addresses.

Part 5: Child Related Employment Details

- Make sure you have filled in the category of child-related work you are involved in - see page 2 of this information booklet for a list of categories. If you are unsure what category applies to you, please discuss with your employer.
- Mark only one box to identify whether you are self-employed or a paid employee or an unpaid worker/volunteer or a managerial officer (paid or unpaid) of an incorporated association providing a licensed child care service.
- Complete the name of the organisation for which you will be undertaking child-related work.
- Complete your role or job title within this organisation.

Part 6: Details of the employer or agency you are working or volunteering for

- If you are self-employed or a managerial officer of a licensed child care service operated by a body corporate, you do not have to complete this section. Other applicants must complete this section unless they have an Exemption Letter.
- Complete the name, position title and contact details of the employer or agency representative that is endorsing your application. Please note that this must be the same person that is signing the employer declaration on the form.
- Ensure that the address details for the employer or agency representative are completed. If the postal address is different from this then complete postal address details.
- Some employers and agencies have made arrangements for all copies of Notices to be sent to a central administration location. If your employer or agency has such an arrangement in place, complete the required details in the relevant section. If your agency does not have such an arrangement, then leave this section blank.
- If you are uncertain which applies, then speak to your employer/agency representative.

Part 7: Employer Declaration

- Ensure your employer or agency representative has signed the employer declaration. By signing this declaration, the employer/agency representative is confirming that you are in, or commencing child-related work.

Part 8: Applicant Declaration

- It is important that before signing this declaration, you have read the information contained in the Information Booklet that is attached to this application.
- Applicant signature must be in **black ink and written within the box**. Please do not sign the second box unless instructed by Australia Post when lodging your application.

Lodging your Application Form

- To locate your closest participating outlet you may call 13 13 18 or visit www.auspost.com.au, select Find a Postal Outlet. Postal outlets can be identified by suburb/postcode and indicating that it is for a WWC Check.
 - Lodge your application and supporting documents in person. Your photograph is included in the fee and will be taken when you lodge this form.
 - Bring the required fee with you - \$50.00 for paid employees and self-employed, \$10.00 for volunteers and other unpaid persons. Preferred payment is by EFTPOS, MasterCard, Visa or cash.
- Cheques will not be accepted.**

Documents to bring with you

- Proof of your signature, current address and Date of Birth.
- Your original completed form, **photocopies will not be accepted** and
- Proof of identity, including proof of change of name if applicable - see *Section 4: What information do I need to include with my application?*
- You must bring a combination of documents to total the required 100 points of identity. The acceptable combinations are either:
 - Combination 1 - A + B; or
 - Combination 2 - B + 3 C; or
 - Combination 3 - A + 2 C; or
 - Combination 4 (under 18 years of age) - A or D.

Retain your receipt and attach to the front page of the application guide. An application receipt is proof that you have lodged an application for a WWC Check.



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Application for Working with Children Check

Issued under the Working with Children (Criminal Record Checking) Act 2004

Inquiries line
(08) 6217 8100 or 1800 883 979 (country callers)
www.checkwwc.wa.gov.au

Do not detach the Application Form until processed by Australia Post.

Please use **BLACK INK**  and print within the boxes in **BLOCK LETTERS**. Use **CROSSES** in boxes marked with an

Part 1: Type of Application

New Application **OR** Renewal

Current Card/Notice Number

Part 2: Details of Applicant

Title (eg Mr, Mrs, Ms, Miss, Dr, Rev etc)

Family Name/Surname*

Given Name/s*

Preferred Name/s (complete only if different from given name/s - this name will not appear on the card)

Male* Female*

Date of Birth*

Daytime Contact Phone Number

Western Australia Drivers Licence Number (if you hold one)

Email Address (in **BLOCK LETTERS**)

Town of Birth*

Country of Birth*

Any other name or maiden name/s you have used

Title (eg Mr, Mrs, Ms, Miss, Dr, Rev etc)

Family Name/Surname

Given Name/s

Title (eg Mr, Mrs, Ms, Miss, Dr, Rev etc)

Family Name/Surname

Given Name/s

Title (eg Mr, Mrs, Ms, Miss, Dr, Rev etc)

Family Name/Surname

Given Name/s

Part 3: Current Address of Applicant

Residential Address (must be an Australian address)

Unit Number/Street Number/Street Name (with a gap between words)*

Suburb/Town/Locality*

State*

Postcode*

Postal Address (must be an Australian address)

Same address as above

Unit Number/Street Number/Street Name/PO Box (with a gap between words)*

Suburb/Town/Locality

State

Postcode

Part 4: Previous Residential Address/es (list only Australian Addresses)

Same as your current Residential Address

You must include **previous** residential addresses over the **last five years**. If you do not know the full details of previous addresses please write the name of the town/s and the state/s. If you do not know the exact dates you lived in the places listed, please write the year you resided there. Please list up to three previous addresses, beginning with the most recent.

1. Previous Residential Address - please start with most recent (list only Australian addresses)

Unit Number/Street Number/Street Name/PO Box (with a gap between words)

Suburb

State

Postcode

Period of Residence from

To

2. Previous Residential Address (list only Australian addresses)

Unit Number/Street Number/Street Name/PO Box (with a gap between words)

Suburb

State

Postcode

Period of Residence from

To

3. Previous Residential Address (list only Australian addresses)

Unit Number/Street Number/Street Name/PO Box (with a gap between words)

Suburb

State

Postcode

Period of Residence from

To

Part 5: Child Related Employment Details

Category of Child Related Work (see page 2, Section 1 and note comments on Category 19 and 20)*

Type of Employment*

Self Employed **OR** Paid Employee **OR** Volunteer/Unpaid Position **OR** Paid Managerial Officer **OR** Unpaid Managerial Officer

Name of Organisation for which you undertake Child-related work

Applicant's job title/role in child-related work*

Organisation's Phone Number

Part 6: Details of the Employer or Agency

Self employed people, Managerial Officers of body corporates that hold a child care licence and people with an exemption letter do not complete this Part.

Name of Employer/Agency Representative (this person must sign the Employer Declaration in Part 7)

Position of Employer/Agency Representative

Street Address of Employer/Agency Representative (must be an Australian address)

Unit Number/Street Number/Street Name (with a gap between words)

Suburb/Town/Locality

State

Postcode

Postal Address of Employer/Agency Representative (must be an Australian address)

This is also the position and address to which your notice will be sent if your organisation has arranged for notices to go to a central location

Same address as above

Position to whom your notice will be sent

Unit Number/Street Number/Street Name/PO Box (with a gap between words)

Suburb/Town/Locality

State

Postcode

Part 7: Employer/Agency Representative Declaration

I certify that the information within my knowledge in this application is true and correct and that the applicant is/will be employed in child-related work. I am aware that it is an offence to give false or misleading information in this application form.

Signature of Employer/Agency Representative
Must be the person named in Part 6 above

Date signed

Please sign
within the box
and use black ink

Part 8: Applicant Declaration

I certify that the information within my knowledge in this application is true and correct and that I am/will be in child related work. I am aware that it is an offence to give false or misleading information on this application form. I consent to the WWG Screening Unit obtaining information about my criminal record, and making use of that information and any subsequent information for initial and ongoing checking in the ways described in the information attached to this form. I acknowledge that I have read this information.

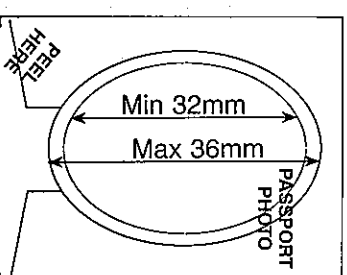
Signature of Applicant

Your photograph will be taken
by Australia Post at time of
application

Secure photo face up

Date signed

Please sign
within the box
and use black ink



Part 9: Australia Post Use Only

I declare the Photo ID sighted is a true likeness of the applicant. I have sighted and confirmed the Proof of Identity against original documentation.

Work Centre Code

Date

Verifier's Signature

APPLICATION FOR VOLUNTEER NATIONAL POLICE CHECK

WA

This is not an application for a National Police Certificate

Part A: Personal Details (To be completed by volunteer)
(See page 2 for instructions for completing this form and further information)

SURNAME: _____

GIVEN NAMES: _____

PREVIOUS, MAIDEN OR ALTERNATIVE NAMES: _____

DATE OF BIRTH: _____

MOTOR DRIVERS LICENCE NUMBER: _____ STATE OF ISSUE: _____
(If applicable)

HAS A WORKING WITH CHILDREN CARD APPLICATION BEEN SUBMITTED? YES/NO

Working with Children Application Number	
--	--

Part B: Statement of Consent and Indemnity (To be signed by volunteer)

I consent to a check of the records of all Australian Police jurisdictions and to the acknowledgement of the existence of any court outcomes and/or pending charges being provided to an approved volunteer group.

In consideration of WA Police releasing an acknowledgment of any court outcomes or pending charges, under this application, I hereby indemnify the state of WA, its servants and agents including all members of WA Police against all actions, suits, proceedings, causes of actions, costs, claims and demands whatsoever which may be brought or made against it or them by any body or person by reason of or arising out of the reason of any details of any court outcomes and other information recorded against my name purporting to either relate to or concern me.

VOLUNTEER'S SIGNATURE _____ DATE _____

Part C Checklist (To be completed by representative of volunteer group)

Volunteer's personal identification checked	YES
--	------------

Working with Children Application Sighted if applicable	YES
--	------------

I, being a representative of the following volunteer group, request a Volunteer Police Check and confirmation as to whether the above named volunteer has any court outcomes and/or pending charges.

The individual's proof of identity has been checked and I confirm that the individual volunteer is in fact the person named in this form.

Any information received will be treated confidentially and used for the sole purpose of screening volunteers. This information will not be released to any third party.

I confirm that the above named will be conducting volunteer work within the set criteria for this scheme.

NAME OF VOLUNTEER GROUP _____

REPRESENTATIVE'S NAME AND SIGNATURE _____

APPLICATION FOR VOLUNTEER NATIONAL POLICE CHECK

This is not an application for a National Police Certificate

Instructions for completing page 1 of this form

Volunteers - please ensure that you:

- Write in Ink, use BLOCK LETTERS and complete all sections of Part A (Personal Details).
- Sign and date Part B (Consent and Indemnity) on page 1 of this form
- Do not alter or delete the wording on the form in any way

Representative of Volunteer Group - please ensure that you:

- Complete Part C (checklist and certificate)
- Ensure suitable Proof of Identity is produced and the details on Part A (Personal Details) are completed correctly
- Retain this completed form in a secure place for a period of 2 years, as WA Police may audit any volunteers checks conducted..

Proof of Identity

Primary Identification, includes

- One or more of the following documents must be produced as proof of identity by the applicant:
- Previous or current Australian driver's licence with a photograph
- Australian Passport (not expired by more than 2 years)
- Current overseas Passport
- Birth Certificate or Extract of Birth (support document must also be produced if birth name has changed by marriage or deed poll)
- Visa or Immigration document
- Australian Document of Identity
- Australian Citizenship Papers

Secondary Identification

Where only one type of Primary Identification is produced, a second form of identification must also be produced, which may include:

- ATM access card issued by a financial institution
- Credit card (i.e. Visa, American Express, Diners, Bankcard etc.)
- Pension card issued by Veteran Affairs or Centre Link

What Is A Volunteer National Police Check

Western Australia

The criminal records database used by WA Police contains court outcome and charge information resulting from investigations initiated by police. Many offences are investigated and prosecuted by non-police agencies. The details of court outcomes and pending charges resulting from these investigations may not be included in the screening process. The release of certain court outcomes (eg. spent convictions) and pending charge information is restricted by legislation. Such information will not be acknowledged in the reply to the volunteer group.

Other Australian Police Jurisdictions

Where a police record with another Australian police jurisdiction has been identified, any relevant legislation and release policy governing that police jurisdiction will be applied before it is acknowledged. Under various sections of Commonwealth, State and Territory legislation a person has the right, in particular circumstances or for a particular reason, to not disclose certain court outcomes and pending charges. Such court outcomes and pending charges will not be acknowledged, providing this is in accordance with relevant legislation or release policy. If further information is required in relation to the legislation and release policies of any police jurisdiction, please contact that individual police jurisdiction directly.

The CrimTrac Agency

WA Police will utilise the services provided by the Commonwealth CrimTrac Agency to search and collate records held by other Australian police jurisdictions.