

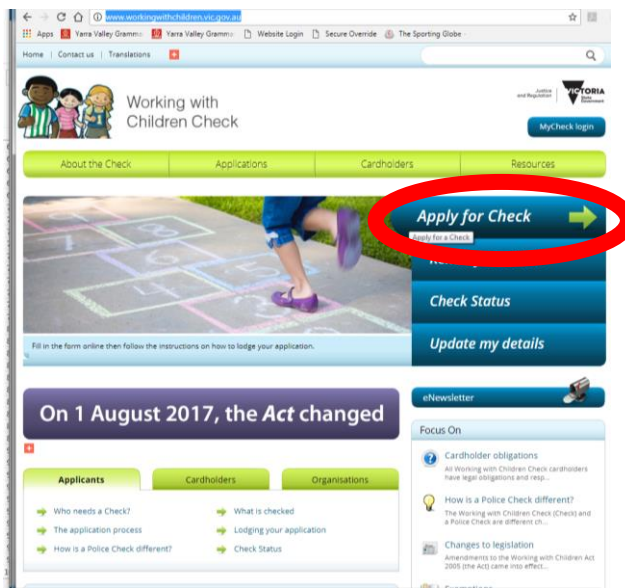
# Procedure: Obtaining a Working with Children Check (Volunteers)

Completed by: Individual volunteer

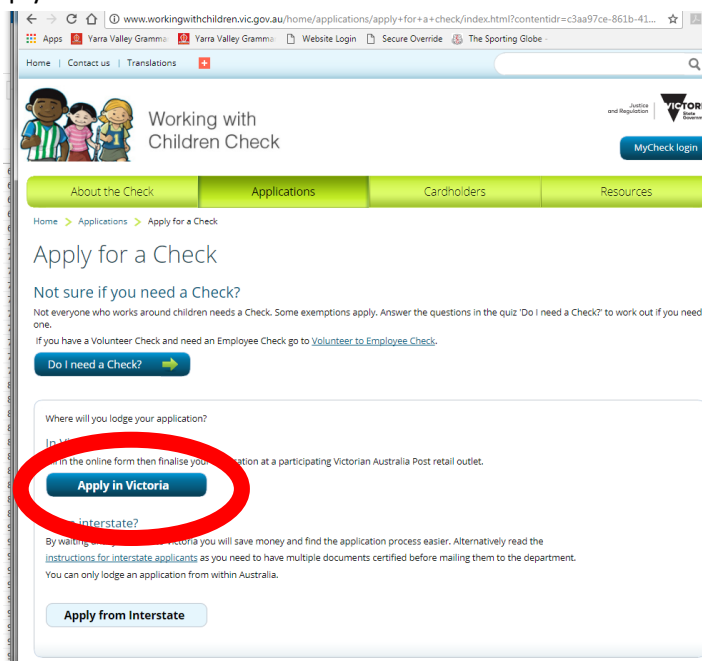
Occurrence: As required

Procedure:

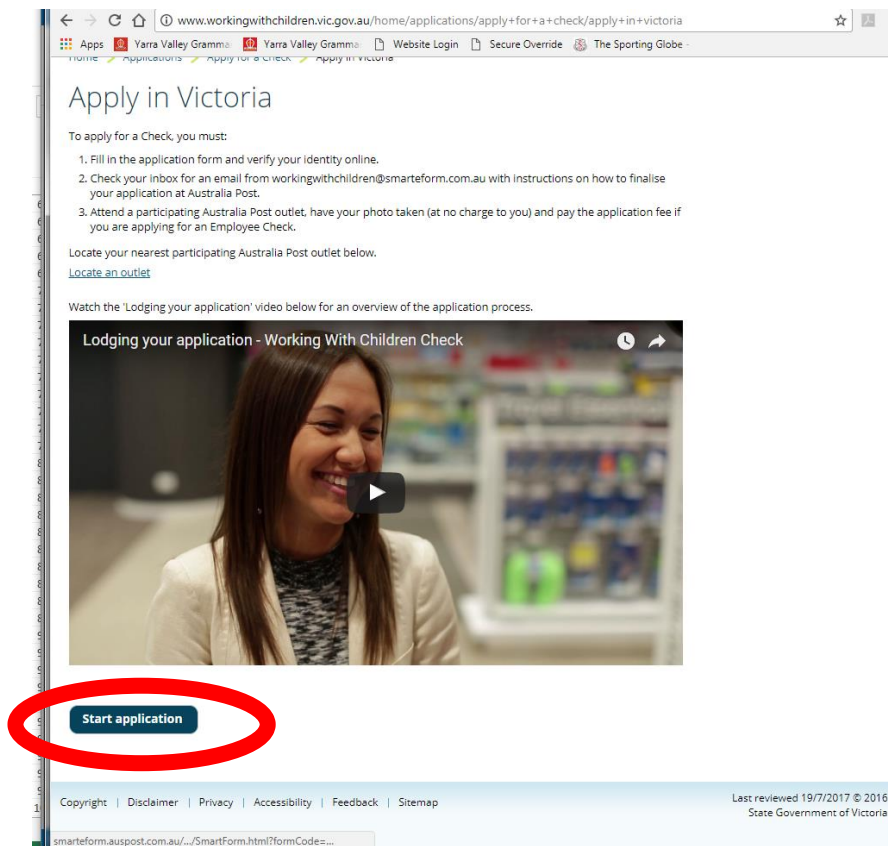
- 1) Go online to: <http://www.workingwithchildren.vic.gov.au/>
- 2) Click 'Apply for Check'



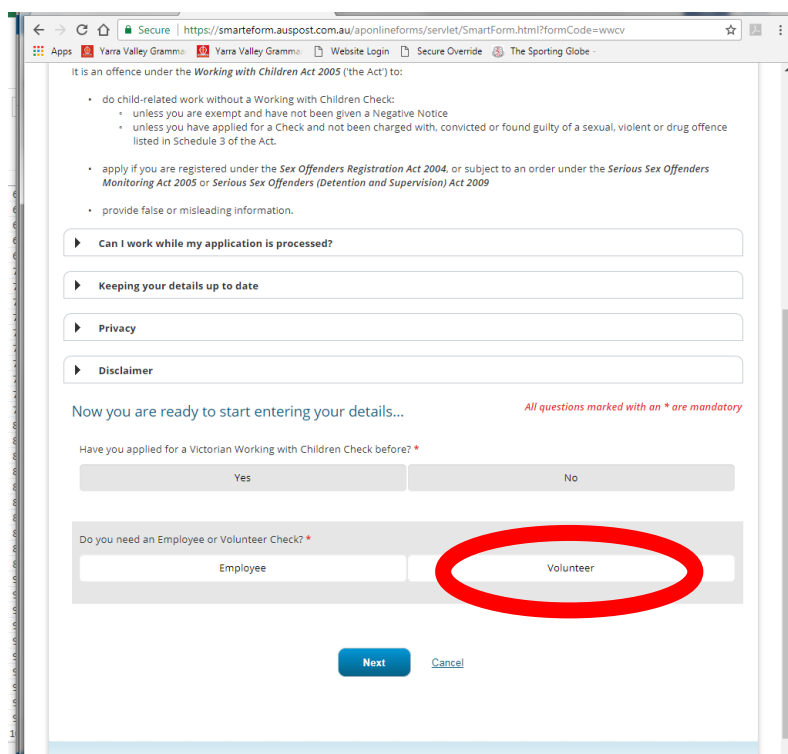
- 3) Click 'Apply in Victoria'



4) Click 'Start Application'

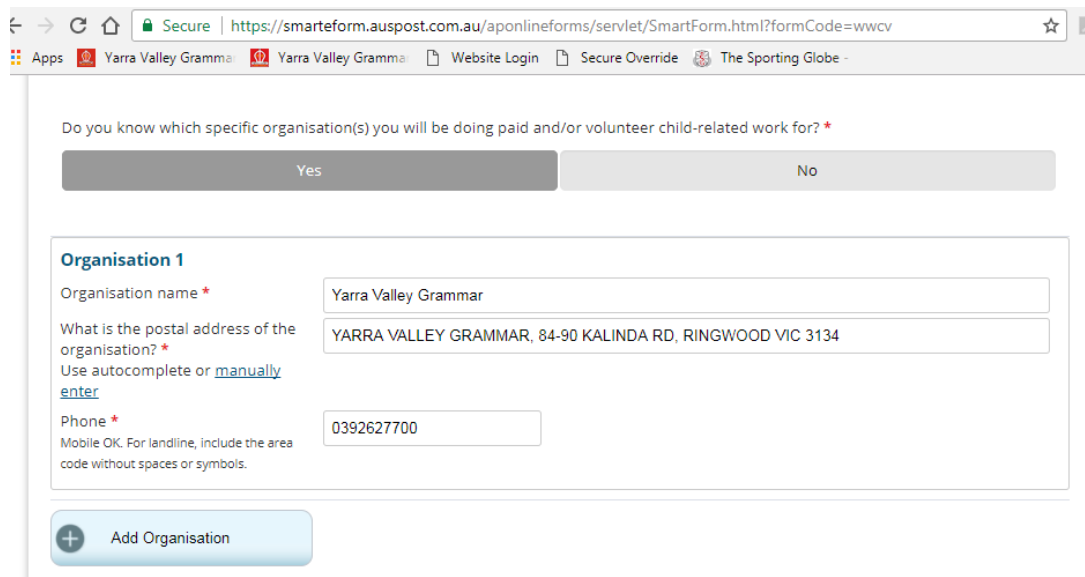


5) Fill out all required information, ensuring to mark that you are applying for a volunteer check. Please check all details carefully as you cannot go back to a page once you have pressed 'next'.



6) For the Organisation details, enter the below details:

- Organisation name: Yarra Valley Grammar
- Postal Address: Yarra Valley Grammar, 84-90 Kalinda Road, Ringwood, VIC, 3134
  - When you type '84-90 Ka...' a drop down option should appear
- Phone: 0392627700

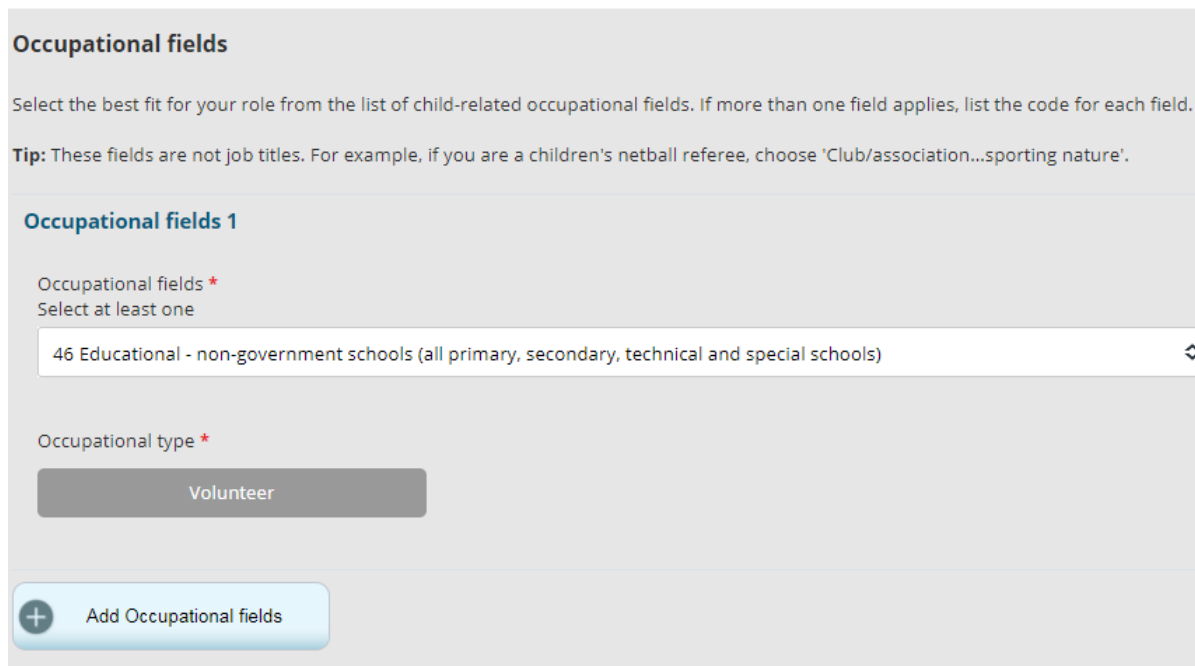


The screenshot shows a web browser window with the URL <https://smarteform.auspost.com.au/aponlineforms/servlet/SmartForm.html?formCode=wwcv>. The form asks, "Do you know which specific organisation(s) you will be doing paid and/or volunteer child-related work for? \*". There are two buttons: "Yes" (selected) and "No". Below this is a section for "Organisation 1" with the following fields:

- Organisation name \*: Yarra Valley Grammar
- What is the postal address of the organisation? \*: YARRA VALLEY GRAMMAR, 84-90 KALINDA RD, RINGWOOD VIC 3134
- Phone \*: 0392627700

There is also a note: "Use autocomplete or manually enter". At the bottom of the section is a button labeled "+ Add Organisation".

7) State the occupational field as '46 Educational – non-government schools (all primary, secondary, technical and special schools)'



The screenshot shows the "Occupational fields" section of the form. It asks to "Select the best fit for your role from the list of child-related occupational fields. If more than one field applies, list the code for each field." A tip states: "Tip: These fields are not job titles. For example, if you are a children's netball referee, choose 'Club/association...sporting nature'." Below this is a section for "Occupational fields 1" with the following fields:

- Occupational fields \*: Select at least one. The dropdown menu is open, showing "46 Educational - non-government schools (all primary, secondary, technical and special schools)".
- Occupational type \*: Volunteer

At the bottom of the section is a button labeled "+ Add Occupational fields".

8) You can then choose to either verify your identity online or at an Australia Post store as described on the Identity Verification section of the application process (requires at least two forms of ID, one of which has to be photographic).

9) Consent and declaration - read all the relevant information then sign and submit your form.

10) Record any information regarding an application check to give to Yarra Valley Grammar. As long as the School has your application number, you are able to begin volunteering.

11) An alert will come up stating 'further action needed'. To finalise the process, you must visit a participating Australia Post store, after you have received a confirmation email. This email will have a barcode which can be printed or scanned directly from your phone. Locate a participating postal service using the online site

(<http://auspost.com.au/pol/app/locate/post-office/working-with-children-check-vic>) or, as at 22/08/2017, the following post offices accepted them near Ringwood:

- Ringwood Post Shop (Shop L1, 175 Maroondah Highway, Ringwood)
- Ringwood East LPO (74 Railway Parade, Ringwood East)
- Ringwood North LPO (188 Warrandyte Road, Ringwood North)
- Mitcham Post Shop (528 Whitehorse Road, Mitcham)
- Vermont LPO (Shop 3, 580-584 Canterbury Road, Vermont)
- Brentford Square LPO (Shop 16, 500 Canterbury Road, Forest Hill)

For any queries you can contact the Working with Children Check Unit directly on:

Email: [workingwithchildren@justice.vic.gov.au](mailto:workingwithchildren@justice.vic.gov.au)

Phone: 1300 652 879

Postal: Working with Children Check Unit  
Department of Justice and Regulation  
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