



Christ Our Holy Redeemer  
43 Ferntree Gully Rd,  
East Oakleigh, Vic., 3166

## Oakleigh Parishes

**Tel: Mob: 0432 559 468**

(03) 95681206

Email: oakleigh@cam.org.au

Website: www.oakleighparishes.org.au

Office: 19-21 Johnson Street, Oakleigh, Vic., 3166



Sacred Heart  
21 Johnson Street,  
Oakleigh, Vic., 3166

# VOLUNTEER REGISTRATION

Family Name	
Given Name	
Address	
Phone No.	
Email	
Date of birth	

*Please tick which of the following you would like to be involved in*

Reader/Commentator	
Special Minister of Holy Communion	
Offering Collection/Counter	
Choir Group	
Sacristan	
Altar Server	
Altar Linen (wash/press)	
Church Cleaning/Maintenance	
Baptism Preparation	
Sacramental Program for Government School Children	
Child Safety Committee	
Others (please indicate)	

Sacred Heart Weekend Mass: Sat 5.30pm \_\_\_\_\_ Sun 9.45am \_\_\_\_\_

Counting of collection is done after each Mass

Church cleaning is done on Saturdays

Christ Our Holy Redeemer Weekend Mass: Sat 7pm \_\_\_\_\_ Sun 8am \_\_\_\_\_ Sun 11am \_\_\_\_\_

Counting of collection is done on Sundays

Church cleaning is done on Saturdays

All volunteers are required to have a current Working With Childrens Check ID and a signed Code of Conduct Declaration form (can be obtained from the website).

# Applying for a Working with Children Check

## Applicant guide

This guide is for people who need to apply for the Working with Children Check (Check).

The purpose of the *Working with Children Act 2005* ('the Act') is to assist in protecting children from sexual or physical harm by ensuring that people who work with, or care for, them are subject to a screening process.

### When should I apply for a Check?

You must lodge an application prior to starting child-related work.

### What if I don't apply?

You are breaking the law if you start child-related work without applying for a Check first.

Your organisation is also breaking the law if they allow you to do child-related work when you have not yet applied for a Check.

### Applying in Victoria

Go to the website and click on [Apply for a Check](#), then select 'Apply online in Victoria'.

1. Save time by following the prompts to verify your identity online. If you choose not to, or are unable to do this, you must follow the in-person identity verification process.
2. Fill in the application form, providing details about yourself and the organisations where you plan to do child-related work.
3. Finalise your application by attending a [participating Victorian Australia Post outlet](#). The steps here will differ depending on your identity verification method.

#### If you successfully verified your identity online:

- i. show Australia Post's counter staff the QR code emailed to you on your smart phone or a printed copy.
- ii. present a photo ID document (such as your Australian passport or driver's licence) from the list of acceptable [proof of identity](#) documents.
- iii. pay the **non-refundable** fee if you are applying for an Employee Check. Volunteer Checks are free.
- iv. Have your photo taken by Australia Post staff for inclusion with your application (at no charge to you)

#### If you need to undertake in-person identity verification:

- i. show Australia Post's counter staff the QR code emailed to you on your smart phone or a printed copy.
- ii. present multiple proof of identity documents (including one with your photo), according to the rules set out on the [How to apply](#) page.
- iii. pay the **non-refundable** fee if you are applying for an Employee Check. Volunteer Checks are free.
- iv. Have your photo taken by Australia Post staff for inclusion with your application (at no charge to you).

### What happens after you finalise your application at Australia Post?

The Department of Justice and Community Safety will email you a receipt advising that your application is being processed. Use this receipt to show organisations you have applied for a Check. You can follow the progress of your application at [Check Status](#).

### Applying from interstate

The application process is different for applicants who live interstate. For full details on the interstate application process, go to the [interstate applicant information sheet](#).

### Can I work while my application is being processed?

The policies of some organisations only permit applicants to work after they have passed the Check. Please ask your organisation about this.

Most people can do child-related work during this time. However, by law you **must not** if you:

- have been charged with, found guilty, or convicted of a sexual, violent or drug offence listed in Schedule 3 of the Act
- have previously been given a Negative Notice and not subsequently been given a card

- will be supervising a child in employment under the *Child Employment Act 2003*
- will be working in a service defined under the *Children's Services Act 1996*, or in an education and care service under the Education and Care Services National Law (Victoria) Act 2010.

### What if I have a criminal record or an adverse professional conduct report?

Whether you pass or fail the Check depends on the professional conduct report, the type of offence and the circumstances surrounding these matters.

By law you **must not** apply for a Check if you have to report or are supervised under the:

- *Sex Offenders Registration Act 2004*
- *Serious Sex Offenders Monitoring Act 2005*
- *Serious Sex Offenders (Detention and Supervision) Act 2009*.

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## More Information

**Website** [workingwithchildren.vic.gov.au](http://workingwithchildren.vic.gov.au)

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

**Customer Support Line** 1300 652 879

8.30am – 5pm, Monday – Friday (except public holidays)



If you need an interpreter, please call the Translating and Interpreting Service on 13 14 50 and ask them to contact the Working with Children Customer Support Line.

**TTY** 13 36 77

**Speak & Listen** 1300 555 727

*Disclaimer: This information is intended as a general guide only. It is not intended to be given as legal advice and should not be relied upon as such. It is recommended that you obtain legal advice relevant to your particular circumstances.*

## HOW TO APPLY FOR WORKING WITH CHILDREN CHECK

[www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

### Apply for a Check fully online

If you know you'll be doing child-related work in Victoria, you can now apply online from anywhere in Australia. The first step is proving your identity.

You can do this online by using a smartphone to take photos of your identity (ID) documents and your face.

To get started, answer three quick questions to make sure you have everything you need to apply for a Check fully online.

### Question 1

To do the Check fully online, you'll need two ID documents. One must have a photo.

**Tip:** The best combination is a passport and drivers licence.

To begin, you must have one of the following ID documents:

- Australian passport (current or expired less than 3 years)
- Current foreign passport (with linked visa)
- Australian birth certificate
- ImmiCard

Do you have one of these identity documents?

### Question 2

Your second ID document must be a:

- Current Australian drivers licence
- Medicare card (only if you don't have a drivers licence)

The names on your two documents must match. If they don't, you must show a name change certificate or marriage certificate issued by an Australian Births, Deaths and Marriages registry. Documents must be in good condition. Damaged or worn-out documents won't work.

Do you have an Australian drivers licence or Medicare card and proof if your name has changed?

### Question 3

Even if you start your application on a computer, you'll need a smartphone to prove your identity online. It doesn't matter what brand, as long as it's not too old.

You must be able to take a picture of yourself with your phone and upload it.

Do you have (or can you borrow) a phone less than 5 years old?

# Safeguarding Children and Young People Code of Conduct and Declaration

## Supporting cultural safety and inclusion

- Promote the safety, participation and empowerment of children and young people.
- Support the inclusion of children and young people with a disability; from culturally and linguistically diverse backgrounds; same-sex attracted, intersex and gender diverse children and young people; and Aboriginal and Torres Strait Islander children and young people.

## Promoting respectful relationships

- Engage in positive and respectful interactions with children and young people that uphold their rights and dignity.
- Listen to and respect the views of children and young people.

## Taking action to safeguard children and young people

- Listen to and respond supportively to the concerns of children and young people in relation to their safety.
- Report any child safety concerns, reports or disclosures to relevant statutory child protection authorities (e.g. Child Protection (DHHS), Victoria Police) and the Professional Standards Unit, consistent with the requirements of this Policy.

I have read, and agree to abide by, the Child Safety Code of Conduct when engaged with children and young people within the Catholic Archdiocese of Melbourne.

Declaration		
Name (please print)	Signature	Date
		/ /
Address:		
Name of witness (please print)	Signature	Date
		/ /

