



CHURCH
129 SLADEN STREET
PARISH OFFICE
1 SCOTT STREET (P.O. BOX 95)
CRANBOURNE, 3977

St. Agatha's Church, Cranbourne



Working with
Children Check

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IMPORTANT NOTICE TO ALL PARISH VOLUNTEERS:

The Diocese of Sale is committed to building Safe Parishes to protect children and vulnerable adults.

Since 2005, the Diocese of Sale has adhered to the Working with Children Act (2005) and desires earnestly to provide child-safe environments in our Diocese and parishes. With the introduction of the Child Wellbeing and Safety Amendment (Child Safety Standards) Act 2015, the Diocese of Sale continues to be committed to the protection of children and vulnerable adults and will be implementing the new Victorian Child Safe Standards.

As part of this Bishop O'Regan asks that ALL volunteers in parishes are to provide a current Working with Children Check (or current Victorian Institute of Teaching Registration) to continue with their work. We also require every volunteer to supply the parish with an email address.

There are so many ministries in our parish so we are not going to list them all but we want to make it clear that if you assist in the parish in any capacity you must obtain a Working with Children card immediately. If you already have a card we also require you to complete the instructions below.

Please Note: If you are a parishioner of St Thomas the Apostle Parish and attend meetings at St Agatha's you will need to list both parishes. The same applies to St Agatha's Parishioners who assist St Thomas the Apostle Parish in any ministries.

Outlined below are the steps required to fulfil your obligation, one for those who already have a Working with Children card and one for those who need to apply for a card: You will need to complete the application or update your details on the website: www.workingwithchildren.vic.gov.au

CURRENT CARD HOLDERS: As we now have a post office address you must update the parish details on your card so they are **EXACTLY** as they appear below. If the current parish details are not listed exactly as printed below please delete the organisation and re-enter with the correct details. To do this logon to the site above and choose "Update your details". If you are registered for MyCheck select "Existing User" or if you need to register for MyCheck select "New User". **If you don't want to register online you can call Department of Justice on 1300 652 879 (choose option 2, than 1) to update the organisation details over the phone.** Also update any personal information and include an email address and mobile number if you have one. They will send you a reminder when your card is due to expire.

IF YOU NEED TO APPLY FOR A WORKING WITH CHILDREN CARD:

Please logon to www.workingwithchildren.vic.gov.au and select "Apply for a check" and then choose "Start Application". Make sure you enter your email address and mobile (if you have them) and the exact details for the parish as listed below. Enter the organisation **code 64** – Religious Organisation. To finalise the application you will need to print a copy of the application and take it to the Post Office along with proof of identity documents and a passport quality photo. (All information is supplied on the webpage) Volunteer applications are free, however you will need to pay for a passport photo or supply your own passport quality photo.

The organisation details **MUST** be entered **EXACTLY** as follows: You can enter up to four organisations.

St Agatha's Catholic Church-Cranbourne	and/or	St Thomas the Apostle Catholic Parish Clyde North
P.O. Box 95		P.O Box 6089
Cranbourne Vic 3977		Clyde Vic 3978
Phone: 0359961985		Phone: 0359961985

We ask that volunteers attend to this request before commencing as a volunteer in the Parish. Please remember to also notify the parish office of your email address. The parish will receive a notification of your completed application or updated details. **In order for our parish to be compliant St Agatha's Parish Office staff will gladly assist parishioners who need assistance with their application or to update their details online.**