

## **SAFEGUARDING REQUIRMENTS**

### **WORKING WITH CHILDREN CHECK REQUIREMENTS**

Clergy, employees and volunteers in our parish hold a position of trust in our community, irrespective of whether the role involves direct, indirect, little or no contact with children and young people. Our blanket approach ensures that we all stand united in creating a safe environment for children and young people and demonstrate our commitment to excluding persons who pose as an obvious risk to children and young people.

All clergy, employees and volunteers over the age of 18 years old are required to maintain a current Working with Children Check (WWCC) throughout their involvement in Good Shepherd Parish.

### **WORKING WITH CHILDREN CHECK REQUIRMENTS**

#### **APPLYING FOR A WORKING WITH CHILDREN CHECK**

On your internet browser go to:

Scroll down to Apply for a Check and click Start Application

You are applying as a Volunteer

Continue with the online application

On your application form the Code Number for your type of work is

The Parish details if required are:

[Working with Children Check Victoria](#)  
[Click on Apply as an individual](#)

64:  
Religious Organisation  
Good Shepherd Parish Wheelers Hill  
34 Academy Avenue Wheelers Hill 03 9560 4511  
Email: [Mulgrave@cam.org.au](mailto:Mulgrave@cam.org.au)

On completion print your application, take to the Post Office with your 100 points ID, they will take a photo and complete the process.

#### **LINKING YOUR CURRENT WWCC TO OUR PARISH**

On your internet browser go to:

Top right corner click on MyCheck Account

If you have not previously applied for an online account click Register Now and follow the instructions

Update your details by including our Parish as an agency for whom you volunteer

[Working with Children Check Victoria](#)

[MyCheck Account](#)

If you have previously registered click login and enter your email address and password and follow the instructions

Good Shepherd Parish Mulgrave  
34 Academy Avenue  
Tel: 03 9560 4511  
Email: [Mulgrave@cam.org.au](mailto:Mulgrave@cam.org.au)

## LINKING YOUR CURRENT VIT CARD TO OUR PARISH

### SCHOOL TEACHERS: HOW TO UPDATE YOUR VIT CARD

On your internet browser go  
Under 'New requirement for VIT registered teachers'  
click on see latest updates  
Go to Get Started

[Working with Children Check Victoria](#)  
[Teacher Notification](#)

Complete the process  
Good Shepherd Church Mulgrave

Parish details are:

34 Academy Avenue Wheelers Hill  
Tel: 03 95604511  
Email: [Mulgrave@cam.org.au](mailto:Mulgrave@cam.org.au)

---

### POLICE CHECKS

Parishioners involved in ministries need to have one or both of a 'Working With Children' or Police Check, in accordance with the Melbourne Archdiocese recommendations, depending on the nature of the ministry. All checks are submitted via the Parish Office.

FOR A POLICE CHECK PLEASE CLICK ON:

[Victoria Police Application National Police Record Check Application Form.](#)