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| Working with Children Check |
| Guide for new applicants |

# Applying for a Working with Children Check

This guide is for kinship carers who have had a child placed with them by the Department of Health and Human Services and who need to apply for a Working with Children Check (Check).

If you already hold a Check, please refer to the ‘Guide for Existing Cardholders’.

## Apply Online

* Go to the website [Working with Children Check](http://www.workingwithchildren.vic.gov.au/) [http://www.workingwithchildren.vic.gov.au/] and
* click on ‘[Apply for a Check](http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/index.html?contentidr=c3aa97ce-861b-4199-97ef-813d8b19b419&usedefaulttext=0&usedefaultdesc=0)’, [http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/index.html?contentidr=c3aa97ce-861b-4199-97ef-813d8b19b419&usedefaulttext=0&usedefaultdesc=0]
* then select ‘[Apply in Victoria’](http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/apply+in+victoria).[ http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/apply+in+victoria]

### Enter personal details

* Fill in the application form, entering your personal and contact details.
  + You must also enter an email address.

### Enter organisation details

You must input the contact details for the Department of Health and Human Services exactly as specified below.

* When you reach the ‘Organisation details’ section, you must list the following organisation:

Department of Health and Human Services

* Answer ‘Yes’ to the question: ‘Do you know which specific organisation(s) you will be doing paid and/or volunteer child-related work for?’
* Click on ‘manually enter’ after the question: ‘What is the postal address of the organisation?’
* Enter the Department of Health and Human Services contact details exactly as follows:

Organisation name Department of Health and Human Services

Postal number and street PCB – Safety Screening – Kinship Carer

Postal address line 2 GPO Box 4057

Postal suburb MELBOURNE

Postal state VIC

Postcode 3000

Phone 0390965715

You may also list any other organisation/s you may be working or volunteering with (external to your work with DHHS).

## Add occupational field ‘80 Kinship Care’

You must select field ‘80 Kinship Care- caring for a child placed by Child Protection under the Children, Youth and Families Act 2005’.

* Under the ‘Occupational fields’ section of the page, select ‘80 Kinship care - caring for a child placed by Child Protection under the Children, Youth and Families Act 2005’ from the drop-down box.
* Select ‘Volunteer’ under occupational type.

## Verify your Identity

* Save time by following the prompts to verify your identity online. To do this, you will need to enter two forms of identity such as your driver’s licence and Medicare card. If you choose not to, or are unable to do this, you will need to provide proof of identity at Australia Post.

## Sign and Submit

* Complete the rest of the form, tick the declaration box and sign and submit your application.
* A confirmation email will be sent to you from workingwithchildren@smarteform.com.au with a barcode and instructions on how to finalise your application.

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

## Your receipt

After you finalise your application at Australia Post, the Department of Justice and Regulation 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.

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

Yes, you can care for the child/children in your care whilst your application is being processed. 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.

### More information

**Website –** [Working with Children](http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/apply+in+victoria) [http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/apply+in+Victoria]

**Email –** [Working with Children](mailto:workingwithchildren@justice.vic.gov.au) [workingwithchildren@justice.vic.gov.au]

**Customer Support Line:** 1300 652 879

8.30am to 5pm Monday to Friday (except public holidays)

**TTY:** 13 36 77

**Speak and Listen**: 1300 555 727

**Interpreter** 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.

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.

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