

CATHOLIC PARISH OF HOLY EUCHARIST & ST. MARY'S MALVERN EAST

Holy Eucharist Church

1241 Dandenong Rd
Malvern East



St. Mary's Church

91 Manning Rd
Malvern East

Parish Office & Presbytery: 91 Manning Rd, Malvern East 3145

Tel 03 9571 2407 Fax 03 9571 5094 Email malverneast@cam.org.au Web www.cam.org.au/malverneast

WORKING WITH CHILDREN CHECK (WWCC) & Police Check

“Our Parish is committed to the safety, well-being and dignity of all children and vulnerable adults.”

Who in Our Parish needs a WWCC?	Who in Our Parish needs a Police Check?
<ul style="list-style-type: none">• Parish Priest• Priest residing in presbytery• Parish Admin Staff• Pastoral Council Members• Finance Committee Members• Home Communion/Aged Care Facilities• Sacristans• Welcome Roster• Special Ministers• Readers• Children's Liturgy	<ul style="list-style-type: none">• Parish Priest• Priest residing in presbytery• Parish Admin Staff• Pastoral Council Members• Finance Committee Members

If you don't have access to a computer or would like assistance with this, Vivian will be available to help you during the month of June on Mondays between 9am – 12.00pm. Please ring the Parish office to book an appointment.

If you already hold a WWCC please go to the WWCC website and update your organisation details to include the Parish of Holy Eucharist & St. Mary's Malvern East.

To UPDATE your details:

1. Go to www.workingwithchildren.vic.gov.au
2. You'll need to register for MyCheck to update your details.
3. Once registered update/change your details to include Parish of Holy Eucharist & St Mary's Malvern East as a new organisation.
4. Occupational Field = 64 Religious Organisation
5. Type – Volunteer
6. Submit Changes

<p>To APPLY for a WWCC:</p> <ol style="list-style-type: none"> 1. You will need to fill in the online form and finalise the application at Australia Post. 2. Go to www.workingwithchildren.vic.gov.au 3. Fill in the application form and verify your identity online. 4. Remember to register PARISH OF HOLY EUCHARIST & ST MARY'S MALVERN EAST as your organisation. 5. Occupational Field = 64 Religious Organisation 6. Type – Volunteer 7. Save/Submit 8. Check your inbox for an email from workingwithchildren@smarteform.com.au with instructions on how to finalise your application at Australia Post. 9. Attend a participating Australia Post outlet, have your photo taken (at no charge to you). 	<p>To APPLY for POLICE CHECK (<i>The Parish will cover this cost</i>):</p> <p>Go to www.police.vic.gov.au/policecheck and download the Application for a Police Record Check (on the right hand side).</p> <p>Complete the application form following the instructions on the form.</p> <p>Type of Check = National Name Check</p> <p>Get copies of your 100 points certified and give form to Vivian or the Parish Office for completion and forwarding of form to Victoria Police with payment.</p>
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Working With Children Check Proof of identity documents - Electronic identity verification				
Documents	First name	Surname	DOB	Photo
Australian passport (dated up to three years after the expiry date)	✓	✓	✓	✓
Australian driver's licence	✓	✓	✓	✓
Australian driver's learner's permit	✓	✓	✓	✓
Immigration (Immi) card	✓	✓	✓	✓
Australian birth certificate issued by Register of Births, Deaths and Marriages	✓	✓	✓	
Current Australian visa or document for travel within Australia	✓	✓	✓	
Australian citizenship certificate	✓	✓	✓	
Medicare card	✓	✓	✓	