

# Catholic Parish of Melton

It is the policy of the Catholic Archdiocese of Melbourne, and therefore the Catholic Parish of Melton, that **all adults (18 years and over) working in a Parish setting (either in a volunteer or paid capacity) must hold a WWCC** with very limited exceptions. This is intended to cover employees, contractors and volunteers, and includes clergy, seminarians, and religious brothers and sisters. Adults who are staying overnight with children should always be required to produce a WWCC.

## Applying for a Working With Children Check

The Working With Children Check application form is available **only** online at [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au) together with the process that needs to be followed. There is **no cost** associated with the check for **volunteers**.

**Please ensure that the Parish has a current copy of your Working With Children Check card by either:**

- Sending a photo of it to Liz Coustley, Safeguarding Coordinator for the Catholic Parish of Melton, on 0490 885 515 **OR**
- Email a copy to Liz Coustley, Safeguarding Co-ordinator for the Catholic Parish of Melton, at [cso.melton@gmail.com](mailto:cso.melton@gmail.com) **OR**
- Drop a copy into the Parish Office. Office Hours: Tuesday – Friday, 9am- 3pm.

### National Police Record Check Policy

At the Parish level, a National Police Record Check is compulsory for every:

- Seminarian and priest, including a member of a Religious Order on initial and every subsequent appointment
- Priest from another diocese undertaking religious duties for a period in excess of three months or where the anticipated period is likely to be in excess of three months
- Employee, contractor, **volunteer** and religious working in a parish setting **who occupies a position of leadership or handles assets**
- **Adults who are staying overnight with children**
- **Adults who are regularly driving other parishioners as volunteers of the parish**
- **Adults visiting the sick or elderly in their place of residence as part of their parish ministry.**

## Process for VOLUNTEER National Police Check

1. Access application at [www.police.vic.gov.au](http://www.police.vic.gov.au)
2. Complete application – please note the following:
  - Page 2 Section D: X in the 'No' box
  - Page 3 leave the 'Community Volunteer Fee' section blank
  - Page 3 Section F: Do not sign this section until you bring the application to the Parish Office
3. Print application
4. Bring your application to the Parish Office in office hours, together with your **original** 'proof of identity' documentation to be photocopied and certified. Certified identification must total 100 points or more (refer to Consent to Check and Release National Police Record application form for details).
5. The Parish will complete the relevant parts of your application, certify documentation and post it to the Victoria Police Public Enquiry Service.
6. ***The Parish will cover the associated fee.***
7. You will receive the official police check letter approximately two to three weeks later.
8. Please ensure that the Parish Office has a **copy of your Police Check letter** so that it can be placed in the official Volunteer Register.