



Dear Families,

In 2016, St Peter's Kindergarten requires all parents/guardians wishing to participate in the kindergarten program including, regular outings, excursions and parent help to hold a current working with children's check. This will not apply to special events such as grandparents/special friends day, father's day and mother's day.

The Working with Children (WWC) Check aims to help protect children from physical and sexual harm. It does this by screening people's criminal records and professional conduct and preventing those who pose an unjustifiable risk to children from working with or caring for them. By requiring this check from all volunteers wishing to participate, it helps up to ensure those who do have a criminal record unknowingly work with children at the kindergarten.

This is already a mandatory requirement for parents/guardians many schools, sporting clubs and activity groups where you are able to participate in the program as a volunteer.

A WWC Check, allows you to participate in child-related work/activities for 5 years. The checking continues during this time as your criminal records and professional conduct continue to be monitored. This means that if you are charged with a serious crime for example, your eligibility to continue working with children will be reassessed.

### **How to apply**

**Unless you are planning to work in paid employment you ONLY require a VOLUNTEER check**

You must start the process by completing the online application form:

This can be found at: [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

To complete the form, you must have:

- an email address, so we can contact you about your application
- the address of every place you have lived in the last 5 years in Australia
- the name, postal address and phone number in Australia for each organisation you will be doing paid or volunteer child-related work for
- a printer that will print a legible copy of the Application summary.

After filling in the online form, finalise your application at a participating Australia Post retail outlet, by presenting your Application summary, proof of identity documents and a passport quality photo. Volunteer's applications are free.

For more information, please contact St Peter's Kindergarten.

