

## **Working with Children Check**

The Royal Agricultural Society of Victoria (RASV) values the contribution of our volunteers. We are committed to building a strong and effective volunteer program, ensuring all volunteers and patrons of RASV events have a safe, rewarding and enjoyable experience.

Due to the nature of our events and programs, mandatory Working with Children (WWC Checks) are currently required for all staff. RASV has extended this to also include all who are involved with the organisation in a voluntary capacity.

**As a result, Working with Children (WWC) Checks are mandatory for all staff and volunteers who are involved in the Royal Melbourne Show. Please note that if you do not have a valid WWC Check card for 2016 you will not be able to participate in the Show.**

Applying for a WWC Check is a simple process, with details outlined below.

### **What is a WWC Check?**

A WWC Check will review an applicant's national police records for relevant criminal offences including those where there is a significant link between the offence and a risk to the safety of children.

If these offences are on record, in order to protect the children's safety, the applicant is not entitled to work with children.

An applicant's records are also checked for findings by certain professional disciplinary associations and for any relevant determinations by the Victorian Civil and Administrative Tribunal (VCAT).

Once a person passes a WWC Check they are given a card and assessment notice that proves they are legally entitled to work with children.

The WWC Check is valid for 5 years unless revoked.

### **How do I apply?**

Visit the WWC Website at [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

- Click on 'Applications'
- Click on 'Apply for Check'
- Click on 'Start Application'
- When filling out your application – Section A (Type of Application) click the 'A Volunteer Application' option.
- When filling out your application – Section D (Details of Child related work) it asks for a number to identify the 'Category of Child Related Work' - the number (category) relevant to working at the Royal Melbourne Show is 30.
- When completing your application in Section E (Details of Organisations)

Enter RASV Details :

Royal Agricultural Society of Victoria

Melbourne Showgrounds

Ascot Vale 3032

Phone: 9281 7444

- Complete the online application form, then print your application and receipt.
- Visit a participating Australia Post (Post Office) to lodge your application.

### **What do I need to take with me when applying?**

When you visit Australia Post to submit your application you will need to take:

- Your printed application summary and receipt
- a passport-size photo of yourself
- documents that prove your identity, such as birth certificate, passport etc.

### **Please note that applying for a WWC Check is free of charge for volunteers**

Applications can take up to two weeks to be processed, if successful you will receive a Working with Children Check card and RASV will be sent an assessment notice telling us you have been successful in getting a Working with Children check.

### **What if I already have Working With Children Check**

If you already have a current Working With Children card you can just add the RASV to list of organisations online.

Visit [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

Click on 'Cardholders'

Click on 'Update my details'

Register by entering your current card number

### **Exemptions**

**Teachers** - If you are a teacher who is currently registered with the Victorian Institute of Teaching (VIT), you are exempt from the WWC Check.

**Interstate visitors** can do child-related work in Victoria without a Victorian WWC Check for a period of up to 30 days in the same calendar year. This work can be done:

- over several events or occasions if they have a WWC Check from where they live in Australia, or
- for one event or on one occasion.

If you need any assistance or have any questions, please contact RASV Manager of Volunteer Programs, Nancy Nuñez on **92817490** or **nancy.nunez@rasv.com.au**.

Information about the WWC Check and the application process is available from <http://www.workingwithchildren.vic.gov.au> or on the information line **1300 652 879**.

Kind Regards,



Nancy Nuñez  
Manager Volunteer Programs