

Working with Children Check Information Sheet – August 2013



Victorian Government and is administered by the Department of Justice. This check helps to protect children from sexual or physical harm by checking a person's criminal history for serious sexual, serious violence or serious drug offences and the person's history with specific professional disciplinary bodies for certain findings.

The introduction of the Working With Children (WWC) Check creates a mandatory minimum checking standard across Victoria for adults who engage in child-related work as defined in the *Working with Children Act 2005*. The position you have been appointed to requires a valid WWC Check.

If at anytime you are issued with an interim negative notice or a negative notice or your current WWC Check is revoked your appointment may be terminated.

If you have a current valid WWC Check you MUST:

- (1) Provide Alfred Health with a certified copy of your WWC Check card
- (2) Advise the Department of Justice within 21 days that your employer has changed to Alfred Health, by updating your details at: www.workingwithchildren.vic.gov.au
- (3) Complete the Declaration on the back of this Information Sheet
- (4) Return the Declaration to Human Resources at Alfred Health, prior to your commencement date

OR - Applying for a WWC Check :

- (1) Lodge an application for a WWC Check as per the instructions at:
<https://online.justice.vic.gov.au/wwccu/onlineapplication.doj>

Important: nominate Alfred Health as your employer

- (2) Provide Alfred Health with your Application Receipt Number, by completing the Declaration on the back of this Information Sheet and returning it to Human Resources, with your other employment documents
- (3) On receipt of your WWC Check card, provide a certified copy of the card to Human Resources at Alfred Health (applications can take up to 8 weeks processing time)

The application fee will be refunded via your manager, provided that you pass the check.

The application receipt is valid for approximately 56 days. If the WWC Check has not been issued and/or you have not provided a valid WWC Check reference number to Workforce Division within this timeframe, you may not be able to continue working.

DECLARATION:

Tick one:

I have advised the Department of Justice that my employer has changed to Alfred Health

OR

I have applied for a WWC Card and been issued with an Application Receipt Number, as detailed below

First name:

Surname:

Application receipt number:

Valid to date: / /

Alfred Health has been nominated as my employer YES

Further Information

Tel: 1300 652 879 | www.workingwithchildren.vic.gov.au | Opening hours of 9.00am – 5.00pm weekdays (excluding public holidays).

Please also refer to the WWC Check Policy and Guideline on the Alfred Health intranet.