

**Guide for completing
a Working with Children Check form
for workers (unpaid and paid)
in the Anglican Diocese of Perth**

The completion of an Application for a Working with Children Check form is a State Legislative requirement for anyone whose role involves contact with children for five times or more in a year. This is in line with the Anglican Diocese of Perth's Policy Guidelines – No 45 *Screening of Church Workers*, that indicates that Working with Children Checks are a legal requirement under state legislation for every person engaged in child-related activities. For exemptions please refer to the Working with Children website <http://www.checkwwc.wa.gov.au/checkwwc/WWC+Check/Exemptions/default.htm>

Under Section 6 of the Working with Children Act 2004, any religious organisation falls under 'child-related work' and the Act states that 'contact' includes *"any form of physical contact, any form of oral communication whether face to face, by telephone or otherwise and any form of electronic communication"*.

A Working with Children Check is also a requirement for holding a licence or permission to officiate in the Diocese of Perth. This includes Lay Pastoral Ministers and Clergy.

If you have a person who already has a WWC card the correct procedure is to sight the card, and take a copy of the card which should be then sent to the Diocesan Office. The Office will then advise the Department of Child Protection and then this will ensure that if the card is withdrawn for any reason activity registered with that card will be advised that the card has been withdrawn.

The application needs to be completed (and renewed every three years) as soon as;

- i. it is identified that a volunteer is going to be involved with children
- ii. when a person is nominated to hold a Lay Pastoral Minister Licence
- iii. when a Clergy person becomes a Clergy member of the Diocese of Perth.

When filling out the form there are a number of do's and don'ts to keep in mind.

Things to remember when filling in the form:

DO

- Use Black Pen and write in BLOCK CAPITALS only
- Use one letter or number for each box.
- Leave an empty box between words, but not between number.
- To correct a mistake on the form put a line through it ~~like this~~ and write the correction clearly to the right. If there is no space on the right, write as close to the correction as possible.
- Mark choices in the boxes indicated with an X, not a tick
- Be sure to sign the declaration in Part 8

- Lay people – have parish priest sign form in Part 7 and in Part 6 put the postal address and notifications sent to Director of Professional Standards
- Clergy – have Director of Professional Standards, Archbishop's Registrar or Diocesan Registrar sign and complete part 6 and 7

DO NOT

- Write over the edges of the box
- Put a line through or strike out sections that are not relevant to you – just leave them blank.

When your form is completed you will need to take the Post Office with identification, (original and current) including

1. A combination of documents to total the required 100 points of identity.
 - i. Combination 1 – one A document PLUS one B document or
 - ii. Combination 2 – one B document PLUS three C documents or
 - iii. Combination 3 – one A document PLUS two C documents or
 - iv. Combination 4 (under 180 - one A document OR one D document

Category A

Current Passport

An expired passport (which has not been cancelled and was current within the preceding 2 years)

Australian Citizenship Certificate

Australian Birth Certificate

Birth Card

Category B

A licence

The following pages are a representative layout of the current form. There are guides and/or comments that have been superimposed on the forms to indicate how you should fill out the form.