



# FACT SHEET

## Verifying Working With Children Checks

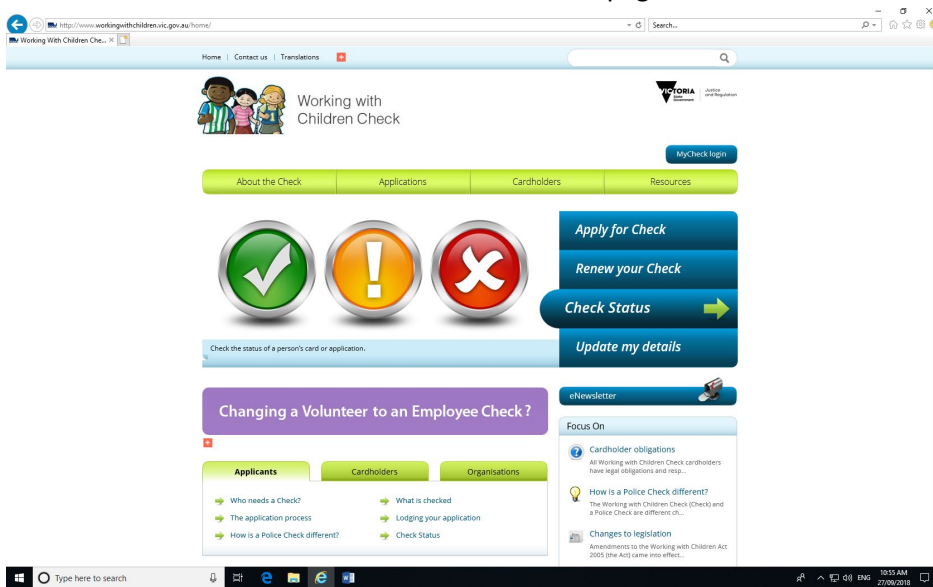
### Why is verification required?

If a WWCC is part way through the period of issue when submitted to the diocese/parish, the validity of the WWCC must be verified. The check should be undertaken by someone with the appropriate authority in the diocese/parish and understanding of privacy standards (e.g. parish priest, Registrar or safe church officer).

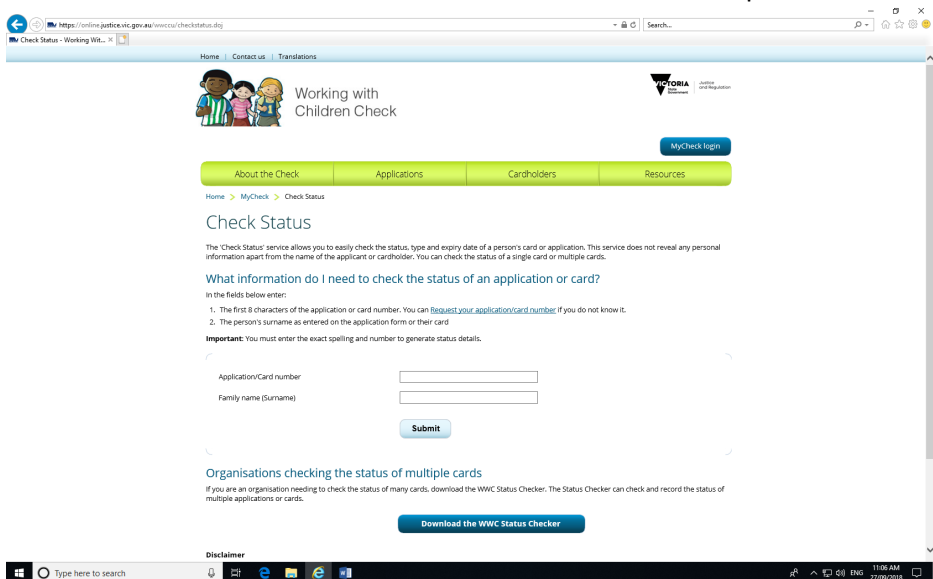
### Victoria

For WWCC issued in Victoria, verification is simple and provides an instantaneous result.

1. Go to the WWCC (Victoria) website - <http://www.workingwithchildren.vic.gov.au/home/>
2. Click on the Check Status button on the home page.



3. Enter the information about the WWCC as instructed and press the Submit button.



4. A result will appear onscreen that indicates the status of the WWCC, colour coded to aid verification.
5. Where the result is positive – indicating the WWCC is valid – this is to be recorded in diocesan/parish records including the date verified and person who undertook the verification check. E.g. “verified 15<sup>th</sup> October 2018 Jo Bloggs”.
6. The results screen will also indicate the current expiry date for that WWCC. Check this to ensure your records are up to date.
7. Where the result is negative – indicating the WWCC has expired – and the individual is undertaking a role that requires a WWCC, the individual must be contacted and asked to provide a new, valid WWCC.

## **New South Wales**

WWCC issued in NSW can only be verified via a secure online system requiring a username and password. Access for verification purposes is restricted to registered organisations. Verification is a legal requirement in NSW and significant penalties apply for failure to comply.

If you need to verify a NSW-issued WWCC and are not a registered organisation please contact the Registry.

For more information on the NSW process go to <https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check/child-related-employers>

Please note that for anyone based in Victoria or working regularly in Victoria, a WWCC issued by Victoria is required. There are strict limitations on the capacity of people with interstate WWCC to work in Victoria.

Please see steps 5-7 above for appropriate action once the status has been checked.

## **Other States**

All individuals working permanently, regularly or for an extended period in the Diocese of Wangaratta must have a WWCC issued by the relevant authority in either Victoria or New South Wales (or both), depending on which parish/es the work occurs in.

WWCC can only be accepted from other States under very limited circumstances. For more information go to <http://assets.justice.vic.gov.au/wwcc/resources/66749ebd-f177-443c-9d87-61a5315f921c/working+across+states+nov+2017.pdf>