

WORKING WITH CHILDREN CHECK INFORMATION



Dear Host Family

A **Working With Children Check** form (WWCC) needs to be completed by every person over the age of 18 years residing at your residence to comply with the Victorian Governments new checking system. Once your WWCC application is processed, it is valid for five years.

Step 1.

Go to the WWCC website: www.workingwithchildren.vic.gov.au Fill out the form online then print out the application summary with all of the details you entered. When completing the online form please note for:

- **Question 11**, please indicate 'volunteer' and Code 44,
- **Question 12**, the Frankston High School address is Foot Street Frankston 3199 and the contact phone no. is 03 9783 7955.

Step 2.

Go to a participating Australia Post outlet to lodge your application summary with 100 points of ID along with a passport photo. No appointment is necessary.

If you need a passport photo taken, a Post Office can do this on the spot at a fee of approximately \$12.00 - \$15.00 per person. This fee can be reimbursed by taking the photo receipt to the **Finance Office** on the 7-10 Campus or it can be credited to your child's school account.

Step 3.

As a Volunteer there is no charge for a WWCC form to be processed but please hand in or post the 'WWCC application receipt' (which the Post Office gives you) to the **7-10 Campus or Senior Office** for our records while you wait for the official WWCC Card to be sent to you.

Please note: *If you are hosting a student, once we have sighted the 'WWCC application receipt', you can commence hosting.* If you already have a WWCC number, please complete these details on the Host Family Profile Form.

Any queries please contact me on 0409 835 541 or email athomso@fhs.vic.edu.au

Your efforts are much appreciated.

Kind Regards

Anne Thomson