

January 2016

Dear Host Family

2016 Working With Children Check Information

A **Working With Children Check** form (WWC) 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 WWC application is processed, it is valid for 5 years.

Step 1. Go to the WWC Check website: www.justice.vic.gov.au/workingwithchildren 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. For **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 Junior Campus or it can be credited to your child's school account.

Step 3. As a Volunteer there is no charge for a WWC form to be processed but please hand in or post the 'WWC application receipt' (which the Post Office gives you) to the **7-10 Campus Office or Senior Office** for our records while you wait for the official Working with Children Check card to be sent to you.

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

If you have any queries please contact me on 0409 835 541 or email athomso@fhs.vic.edu.au

Your efforts are much appreciated

Yours faithfully



Anne Thomson

Community Liaison Coordinator