

## **2018 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.

Go to the WWC Check website: [www.justice.vic.gov.au/workingwithchildren](http://www.justice.vic.gov.au/workingwithchildren)

To fill in the application form and verify your identity online you will need a current drivers licence or passport details.

When completing the online form please indicate 'volunteer'.

The Frankston High School address is 97 Foot Street Frankston 3199 and the contact phone number is 03 9783 7955.

Check your inbox for an email from [workingwithchildren@smarteform.com.au](mailto:workingwithchildren@smarteform.com.au) with instructions on how to finalise your application at Australia Post.

Locate your nearest participating Australia Post outlet.

Attend a participating Australia Post outlet and have your photo taken (at no charge to you).

As a Volunteer there is no charge for a WWC form to be processed.

Please hand in or email the 'WWC application receipt from Post Office 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](mailto:athomso@fhs.vic.edu.au)

Your efforts are much appreciated



Anne Thomson  
**Community Liaison Coordinator**