

Working With Children Check (WWCC) Frequently Asked Questions



What is it?

The Working with Children Check helps protect children from physical and sexual harm. It does this by screening people's criminal records and professional conduct and preventing those who pose an unjustifiable risk to children from working with or caring for them.

Do I need one for my role in Scouting?

All adult members, including Adult Helpers, Rostered Parents and Rovers, are required to hold a WWCC and have the details of the card recorded against their membership record on Extranet. Some Office Bearer roles may also be required to hold a WWCC if they require access to Extranet records.

How do I apply for it?

To apply for a WWCC visit the [Service Victoria Working With Children Check website](#) and complete the online application. If you would prefer to complete a in person application at the post office please visit Working With Children Check - In Person Applications You must then print your application and lodge it at a participating Australia Post outlet along with a passport size photo, your proof of identity documents and the relevant fee. A volunteer WWCC is free.

Which organisation codes should I use on the application?

Applicants should use the codes 10 and 42 on their WWCC application.

How is it recorded on Extranet?

When initially applying for an adult role you will be required to provide either the application receipt number for new cards or the card number if you already hold a card. If providing the application receipt number you should also provide a copy of the card to your Team leader when you receive it. Scouts Victoria will record the card number and expiry date against your membership record.

What Organisation details do I record?

All WWCC holders (new and existing) should have the following organisation details recorded against their card:

Scouts Victoria, 152 Forster Road, Mount Waverley VIC 3149 Tel: 03 8543 9800

email: wwcc@scoutsvictoria.com.au

NB: Please do not use the name or address of your local Group.

For existing cardholders, this can be done online at

<https://www.workingwithchildren.vic.gov.au/individuals/current-cardholders/update-my-details>

What if I am exempt?

The Working With Children Act 2005 provides exemptions to some occupations. However, Scouts Victoria requires that all adult members hold a WWCC regardless of any exemption that may be applicable under the Act. This requirement ensures that Scouts Victoria applies a consistent approach to all adult members. If you have a query about this requirement please speak with the [Membership & HR Manager](#).

What happens when my card needs renewing?

Approximately six weeks prior to expiry Scouts Victoria will send you a reminder that your card needs renewing. You should also receive advice from the Department of Justice, usually via text message. Your WWCC can be renewed online at <https://www.workingwithchildren.vic.gov.au/individuals/current-cardholders/renew-my-card>

You will receive another reminder from Scouts Victoria approximately 3 weeks prior to expiry.

What happens if my WWCC expires?

The Working With Children Act 2005 does not provide any grace period for individuals when a WWCC expires. Consequently, should your WWCC expire your membership with Scouts Victoria will be cancelled and you will not be able to undertake any role with Scouts Victoria that requires you to hold a WWCC.

How can I reinstate my membership with Scouts Victoria?

Upon reissue of your WWCC you may reapply for membership. You should contact your Team Leader to ask for an invitation to apply for membership.

Can't find the answer you are looking for?

If your question remains unanswered, please contact the Membership & HR Manager at hr@scoutsvictoria.com.au.

