

Information Paper

How to update and apply for a Working with Children Check and Instructions for Teachers

December 2024

Sensitivity: Low
Distribution: Yes

Purpose

To ensure that VFBV has a record of your Working with Children Check please follow the instructions listed below for either:

1. Updating your existing Working with Children Check Card;
2. Applying for a Working with Children Check;
3. The requirements for Victorian Institute of Teaching registered teachers; or
4. Exemptions for Victoria Police Officers or Australian Federal Police Officers.

It is free to apply for a volunteer Working with Children Check which is required for your role with VFBV.

If you have any queries or need assistance with this, please contact your local VFBV Support Officer or the VFBV office.

Instructions

1. To update an existing Working with Children Check to include VFBV as an organisation

This can be done online (instructions below), by phoning Working with Children Check Victoria Customer Service line on 1300 652 879 or via the Service Victoria App on your phone, to provide VFBV's details.

To update online:

1. Go to <https://www.service.vic.gov.au/find-services/work-and-volunteering/working-with-children-check/update-your-working-with-children-check-details>
2. Click on "Get started" at the bottom of the page
3. Log into your account by providing your name, date of birth and current card number
4. Scroll down to Organisation details and click "Add an Organisation"
5. Provide the following details for VFBV:
 - Place Name: Volunteer Fire Brigades Victoria or VFBV
 - Address: SE 9 24 Lakeside Drive, Burwood East VIC 3151
 - Phone: 03 9886 1141
 - Email: vfbv@vfbv.com.au
6. Check the "Child-related work" field and if the occupational field "*42. Clubs, associations or movements of a cultural, recreational or sporting nature*" is not already included on your card click "Add child-related work"
7. Provide the following details for Occupational Field:
 - Select Child-related work field: *42. Clubs, associations or movements of a cultural, recreational or sporting nature*
 - For work type, select "volunteer"
8. Check the box to declare the information provided is true and correct and click "update details"

To update via Service Victoria Mobile App

1. Click on "Work and Volunteering" then "Working with Children Check"
2. Click on "Update your details"
3. Follow the prompts to log in and add VFBV details per above instructions for updating online.

2. To apply for a Working with Children Card

1. Visit <https://www.service.vic.gov.au/services/working-with-children> and click on “Get started” then either ‘log in’ or “create an account” and follow the prompts for information
2. To complete the online application you will need to provide the following information:
 - Personal information as requested
 - The address of every place you have lived in the past five years
 - The name and contact details for the organisation you will be doing volunteer child-related work for.
Contact details for VFBV are:
 - Organisation name: Volunteer Fire Brigades Victoria or VFBV
 - Postal Address: SE 9 24 Lakeside Drive, Burwood East VIC 3151
 - Phone number: 03 9886 1141
 - Email: vfbv@vfbv.com.au
 - Occupational Field: *42. Clubs, associations or movements of a cultural, recreational or sporting nature*
 - An email address, so your application summary can be forwarded to you
3. Once you have completed your online application you will need to verify your identity – this can be done as part of your online application

3. Instructions for Victorian Institute of Teachers (VIT) registered teachers

VIT registered teachers and early childhood service workers are exempt from holding a Working with Children Card but they must notify Working with Children Check Victoria (WWCCV) of any child related work they are doing outside of their school or early childhood service-based position (whether paid or voluntary).

To notify WWCCV of child related work:

To update online:

1. Visit <https://service.vic.gov.au/services/teachers-notifications/>
2. Supply the following information:
 - VIT teacher registration number
 - Current email address
 - Name of the organisation you are working with in your non-teaching role: Volunteer Fire Brigades Victoria or VFBV
 - Contact person at VFBV: Kara Bishop
 - Email address for VFBV: vfbv@vfbv.com.au
 - Phone number for VFBV: 03 9886 1141

To update via the Service Victoria Mobile App

1. Click on “Work and Volunteering” and then “Working with Children Check”
2. Click on “Teacher Notification to WWCCV”
3. Follow the prompts and add VFBV details per the above instructions for updating online.

4. Exemptions for Victoria Police Officers or Australian Federal Police Officers.

To enable VFBV to document and log an exemption from holder a valid Working with Children Check, a VFBV exemption form is to be completed and returned to VFBV. An exemption form can be obtained by contacting the VFBV office vfbv@vfbv.com.au or phone (03) 9886 1141.