Frequently Asked Questions

National Police History Check

How do I apply?
You will need to complete the consent form and provide 100 points of identification. The consent form is available from your Rector/Priest in Charge/Incumbent or from the Registry Office. Instructions are provided to assist you in completing your application - ask your Rector/Priest in Charge/Incumbent.

Who can certify identification documents?
Registry staff and clergy are able to certify your identification documents, along with other individuals listed inside the consent from (eg. Pharmacists, Police Officer, Bank manager)

Who pays for the police check?
For volunteers: parishes will be invoiced by the Registry for the cost ($16.90) of each police check undertaken for their parish. It will then be the responsibility of the parish to recover these costs from individuals.

For clergy: the diocese will continue to cover the costs of clergy police checks as per current arrangements.

Can I have a copy of the police check?
Yes. A copy of your police check will be emailed to the address provided on the consent form when completed. If you do not have access to email, you can request that a hard copy be sent to you.

Who will have access to my police check?
Only the Authorising Officer at the Registry Office will be able to view your police check. It cannot be disclosed to a third party without your permission.

Where will my police check be kept?
The reference number and clearance date will be recorded on a database. Neither an electronic or hard copy of your police check will be stored at the Registry Office for security reasons. Your consent form and identification is required to be securely stored for 12 months. This will be filed in a locked office in the Registry. After the 12 month period your consent form and identification will be securely destroyed.

When do I need to renew my police check?
Police checks are required to be renewed every three years.

What information will the Authorising Officer be able to see?
Your police history is not available for the Authorising Officer to see. The completed check will only advise whether or not there are any disclosable outcomes.

What if I already have a police check?
If you have a National Police Check issued within the last three years, a certified copy can be forward to the Registry Office.

What if I have a criminal record? Am I discouraged/unable to take on a leadership role?
A criminal record may not exclude you from having a lay role in your parish. If you have concerns please speak to your Rector/Priest in Charge/Incumbent.

**Still have a question? Contact the Registry Office on 03 5443 4711
or email authorisations@bendigoanglican.org.au**

Frequently Asked Questions

Working with Children Check

What is the purpose of a Working with Children Check?
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 by preventing those who pose an unjustifiable risk to children from working with or caring for them.

Why do I need a Working with Children Check?
Passing a Working with Children Check is a legal requirement for everyone in Victoria doing paid or voluntary child-related work. Many of our ministry roles involve contact with children so in order to best protect vulnerable people in the community, the diocese has developed the *Lay Authorisations Policy* to outline which ministry roles require a Working with Children Check.

How do I know if I need a Working with Children Check?
The *Lay Authorisations Policy* outlines which lay ministry roles require a Working with Children Check. If you are unsure, ask your Rector/Priest in Charge/Incumbent.

How do I apply?
All applications needs to be submitted online through the Victorian Working with Children website:

http://www.workingwithchildren.vic.gov.au/

Instructions are provided for either an employee or volunteer check to assist you in completing the application – ask your Rector/Priest in Charge/Incumbent.

What's the difference between a volunteer and employee check?
A volunteer check is for anyone who is not paid for their role in the church. This includes roles such as lay leaders, readers, children's ministry leaders and churchwardens.

An employee check is required of anyone who is paid for their role in the church. All clergy (including clergy with a PTO) are required to have an employee check.

What happens after I submit the application?
You will receive notification in the mail of your Working with Children Check along with a card. Please keep this card in a secure place. The Registry Office will also receive a letter advising that you have completed your Working with Children Check. This will be recorded in the database and stored securely. There is no need for you to forward any copies to the Registry Office.

How much will my Working with Children Check cost?
For volunteers: Free

For clergy/employees: The cost is $108.80 which will be the responsibility of the individual to pay

What if I already have a Working with Children Check?
You will need to add the Anglican Diocese of Bendigo as a registered organisation on your Working with Children Check. This is a simple online process. Please follow the instructions provided on how to do this.

What if I'm a teacher or a police officer and exempt from a WWCC?
The diocese requests all volunteers, including the two categories exempt from mandatory WWCC, to register. Currently the Victorian Department of Justice lists police officers and teachers registered with the Victorian Institute of Teaching as exempt from requiring a WWCC. The drawback for the diocese is that it is encumbered upon the individual to then inform the diocese immediately if they lose this exemption status or if their accreditation is removed because of an incident. A WWCC for volunteers is free and in order to avoid any possible impropriety the diocese requests those currently exempt to still undergo the check.

Where can I find out more information about a Working with Children Check?
The Victorian Working with Children Check website has a range of information available.
Visit http://www.workingwithchildren.vic.gov.au/