

Chaplains and Volunteer Teachers, working in the Diocese of Melbourne can now nominate the Diocese, Kooyoora and their Parish as an Organisation without having to apply for a working with children card.

Changes to the law came in on 1 September 2019 requiring all teachers registered with the Victorian Institute of Teaching (VIT) to inform Working with Children Check Victoria if they do any other paid or volunteer child-related work.

Any time you add or remove an Organisation where you do paid or unpaid child-related work outside your normal teaching role, VIT will now notify Working with Children Check Victoria. Working with Children Check Victoria will then confirm the information you have provided to the Organisation you have formally notified and, as a registered teacher, that you are exempt from doing a Working with Children Check.

If your teacher registration status changes to 'suspended' or 'cancelled' at any time, working with Children Check Victoria may inform the Organisation you told them you work for.

To do so - you must complete the online Teacher Notification form that can be found on the Working with Children Check Victoria web site or quick link below <https://service.vic.gov.au/services/teachers-notifications/>

You will be taken to the following page below

Notify Working with Children Check Victoria of your other child-related work.



This takes about **5 mins**

→ **How it works**

→ **What you'll need**

→ **FAQ**

Teachers registered with the Victorian Institute of Teaching (VIT) must:

- inform Working With Children Check Victoria (WWCCV) of any other child-related work you do
- notify WWCCV within 21 days of starting any new child-related work

We'll pass information you give us now on to WWCCV.

We'll also inform your contact at your added organisation that you named them.

Please note, if your teacher registration is suspended or cancelled, WWCCV may inform your organisation(s) you're no longer exempt from a WWC Check.

By continuing you agree to Service Victoria's [privacy and security policy](#).

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Now see the next page – what you'll need

Notify Working with Children Check Victoria of your other child-related work.



This takes about **5 mins**

→ How it works

→ **What you'll need**

→ FAQ

You'll need:

- your VIT teacher registration number
- an email address
- the name of the organisation(s) you're doing child-related work at in your non-teaching role
- the name and email of the contact person at the organisation(s)

By continuing you agree to Service Victoria's [privacy and security policy](#).

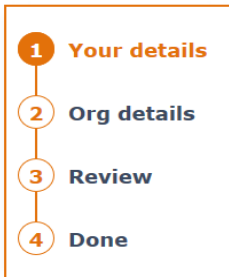
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**Get started**

Once you get to the above page and have the following information click the orange Get Started Button  
You will need to complete your details as below:

## Your details



Teachers doing child-related work outside their teaching role must tell Working with Children Check Victoria who else they work or volunteer with.

**Family name**

e.g. Smith

**All given names in full**

e.g. Sam Middlename

**Teacher registration number**

e.g 123456

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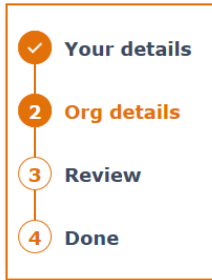


**Back**

**Next**

Your VIT number will then be verified and you will then be asked to add another Organisation

## Where you're working or volunteering



Tell us the details of all the places where you'll be working or volunteering in child-related work outside your teaching role.

We'll inform the organisation contact you give us here, so make sure you have the right person.

### Organisation 1

Organisation name

Contact name

Contact email

Contact number (optional)

[Add another organisation](#)

It is here that you will need to add the following:

- A) your Parish,    B) The Anglican Diocese of Melbourne and    C) Kooyoora

These details should be entered as followed:

### Your Parish details as:

Organisation Name: Parish Name

Organisation Contact Name: Child Safe / Compliance Officer

Organisation Email: Parish email address

Contact Number: Parish contact number

### Anglican Diocese of Melbourne as:

Organisation Name: Anglican Diocese of Melbourne

Organisation Contact Name: Registrar

Organisation Email: registryservices@melbourneanglican.org.au

Contact Number: 03 9653 4220

### Kooyoora as:

Organisation Name: Kooyoora Ltd

Organisation Contact Name: Marcela Meagher

Organisation Email: admin@kooyoora.org.au

Contact Number: 03 9416 1008

**Please note** – it is best when nominating your parish that you use the Parish main contact details and not an individual person – as these can change from time to time;  
E.g. the person who is the parish compliance officer or your Parish Priest may move Parishes and therefore so will their contact details and email address, whereas the parish name and email address will not change.

Once you have completed these details you then have the option to check and edit your details.

Read the your information and tick the box “I have read and understood”

**Your work**


**Organisation 1**

Organisation name  
**Anglican Diocese of Melbourne**

Contact name  
**Registrar**

Contact email  
**registryservices@melbourneanglican.org.au**

Contact number  
**03 9653 4220**

**Edit** 

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**Your Information**

To complete your notification, we need to explain to you why we collect information from you and what your obligations are:

1. In accordance with Working with Children Act 2005 (the Act), if you engage in child-related work (other than teaching in a school or early childhood service) you must notify the Department of Justice and Community Safety (the department) within 21 days of certain information in relation to the person(s) who have engaged you to do child-related work and any organisations where you are doing child-related work. If you don't provide this information you may be subject to a fine.
2. In accordance with the Act, the department may, in certain circumstances and without your consent, disclose information (including personal information and information regarding the status of my registration as a teacher for example regarding a registration suspension or cancellation):

I've read and understood 'Your Information' above and the information I've given is true and correct.

Once you have completed this your Parish, Kooyoora and the Diocese will be notified that you have nominated them as an Organisation – **but unfortunately your VIT reference number is not supplied**, so you will be required to email the Diocese your VIT Card Reference Number to [registryservices@melbourneanglican.org.au](mailto:registryservices@melbourneanglican.org.au)

Once we have these details we will update your VIT number.

You will no longer need to apply for a Working with Children card as long as you have a Current and valid VIT