



QUESTION:	BRIEF ANSWER
<p><b>Who needs to have a Working with Children Check/Registration (WWCC/VP)?</b></p>	<p>All Appointed Leaders require a Working with Children Check (WWCC) or Working with Vulnerable People (WVP) to undertake a role in any context – regardless of whether or not the role involves contact with children.</p> <p>For a list of Appointed Leaders, please refer to the policy. <a href="https://www.ucavictas.org.au/wp-content/uploads/2022/10/WWCC-VP-Policy.pdf">WWCC-VP-Policy.pdf (ucavictas.org.au)</a></p> <p>In order to be ready to serve your congregation, we encourage people who are not currently Appointed Leaders to still obtain a volunteer card. This will be a part of each congregations screening of leaders for suitability.</p>
<p><b>What is an Appointed Leader?</b></p>	<p>The Synod has taken the term “Appointed Leader” from the legislation. The Synod Standing Committee considered and approved the current definition, which is outlined in the policy. You can find this policy here: <a href="https://safechurch.ucavictas.org.au/wp-content/uploads/2022/10/WWCC-VP-Policy.pdf">https://safechurch.ucavictas.org.au/wp-content/uploads/2022/10/WWCC-VP-Policy.pdf</a></p> <p>To give you a quick summary, an ‘appointed leader’ includes, but is not limited, to the following:</p> <ul style="list-style-type: none"> <li>• Church councillors</li> <li>• Elders</li> <li>• Worship leaders</li> <li>• Pastoral carers</li> <li>• Anyone commissioned by the Church Council to perform a leadership role</li> <li>• Music leaders and organists</li> <li>• Bible study leaders</li> <li>• Anyone who works/volunteers with children, young or vulnerable people.</li> </ul> <p>Anyone - not just Appointed Leaders – can apply for a Volunteer WWCC/WVP card.</p>
<p><b>I have contacted the Department of Justice and their definition of appointed leaders differs from that of our policy Who is correct?</b></p>	<p>The Synod’s definition of Appointed Leader supersedes that of the DoJ’s definition in the legislation.</p> <p>You will see confirmation of this when applying for your WWCC/WVP where it states “unless directed by your entity to obtain a WWCC/WVP.”</p>
<p><b>The volunteer is VIT registered; do they still need a check?</b></p>	<p>VIT holders are exempt, however they must provide the congregation with proof of their ongoing registration annually.</p> <p>The far easier option - both for the VIT registered person and the WWCC/WVP admin- is to obtain a volunteer WWCC and then provide the card information every 5 years.</p>

<p><b>What is the link to apply for a Working with Children Check in each state?</b></p>	<p><a href="http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/">http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/</a></p> <p><a href="http://www.justice.tas.gov.au/working_with_children/application">http://www.justice.tas.gov.au/working_with_children/application</a></p> <p><a href="https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check">https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check</a></p>
<p><b>The person does not have a computer or an email address which the Department of Justice requires. Is there a manual form?</b></p>	<p>No, unfortunately, the form may only be completed online. We appreciate this may be difficult for some members and suggest that they seek assistance to set up an email with help from another congregation member or give permission for another person to receive any correspondence from the Department of Justice on their behalf. As a last resort, send an email to <a href="mailto:cultureofsafetycontact@victas.uca.org.au">cultureofsafetycontact@victas.uca.org.au</a></p>
<p><b>Is it necessary to put the name of the congregation when applying for the WWCC</b></p>	<p>Yes, it is necessary to list the congregation with the Synod address on the application (Example: Brunswick UCA, Level 2 130 Lonsdale Street, Melbourne VIC 3000). If you do this, when the Synod gets notified about the WWCC we can link the card with your congregation in the system. If there is any follow-up communication from the Department about any card, we will know where to contact the individual and their congregation about any action that may be needed. You can follow these steps to get a card <a href="#">Getting-a-WWCC-checklist.pdf (ucavictas.org.au)</a></p>
<p><b>No children attend the activity I do for my Congregation., Do I still need a WWCC</b></p>	<p>Yes. Your role makes you an Appointed Leader therefore you need to have a valid WWCC or VP as per the Synod's policy. <a href="#">WWCC-VP-Policy.pdf (ucavictas.org.au)</a></p>
<p><b>I have a valid WWCC from my previous organisation, can I still use it for Uniting Church?</b></p>	<p>Yes, you can use it, but please add Uniting Church as a current organisation. You can do this online, it takes only 5 minutes on this link <a href="#">Update your Working with Children Check details online   Service Victoria</a>. Please keep in mind the guidelines how to put the organization on the application (<a href="#">Getting-a-WWCC-checklist.pdf (ucavictas.org.au)</a>)</p>
<p><b>If I have an employee WWCC from my regular job, can I use the same one to do a volunteer job? Or do I need to apply for a volunteer card as well?</b></p>	<p>If you have an employee card from your paid job you can use this for a volunteer role as well – like an Appointed Leader role. You cannot, however, use a volunteer card for paid employment.</p>
<p><b>The volunteer is a respected member of the council, is in their 80s and has given their time to this congregation for over 40 years. We don't believe they should have to do a check.</b></p>	<p>Being asked to obtain a positive WWCC/WVP is a sign of the church's confidence in our leaders' ability to obtain one. Asking for a WWCC/WVP, does not call into question a leader's abilities or length of service. Obtaining a positive WWCC/WVP is a legal requirement.</p> <p>There is a minimum age limit but no upper age limit. This means that appointed leaders of advanced age are expected to obtain a positive WWCC/WVP to meet the legal requirements associated with their leadership role.</p>
<p><b>What would happen if we just didn't get a WWCC/WVP?</b></p>	<p>Aside from failing to meet moral and social obligations, the outcome might be that the congregation and the Synod face significant legal penalties – which the Synod may recoup from you individually and your Church Council.</p>