

IF YOU HOLD A CURRENT WORKING WITH CHILDREN CARD

Please let us know if you already have a WA Working with Children Card (WWCC) or have an application pending through another organization. Submit the details of your WWCC through the following link:

[SUBMIT YOUR WWCC DETAILS HERE](#)

YOUR OBLIGATIONS

You must:

- Only engage in child-related work if you hold a current WWCC or have re-applied for a WWCC.
- renew your WWCC before it expires if you are continuing to engage in child-related work.
- not engage in child-related work if you are convicted of a Class1 offence committed when an adult. Notify the WWC Screening Unit and also advise your employer, volunteer organisation if you have a relevant change in your criminal record .
- You must return your WWCC to the WWC Screening Unit after being convicted of a Class1 offence, being issued with an Interim Negative Notice or Negative Notice, or your WWCC is cancelled.

IF YOUR WWCC IS EXPIRED OR YOU NEED TO RENEW YOUR CARD

If your Working with Children Card is expiring, you need to renew your card to ensure you have an ongoing valid child protection check to continue your child-related work.

You will need to log into your online account to renew your card here:

<https://www.workingwithchildren.wa.gov.au/online-services>

You can renew your card online if you have:

- A valid WWCC that is within three months of its expiry;
- had no changes in your personal information (name, date of birth or gender);
- previously applied for a WWCC by lodging an application form at an authorized Australia Post outlet;
- registered to use the online services offered by the WWC Screening Unit and shown as eligible
- the full and correct details for the authorized organization representative to provide in your online renewal

If you are not eligible to renew your card online you must apply for a new WWCC

Use the following details of The Smith Family authorized representative when submitting your renewal online:

Email address: vcu.manager@thesmithfamily.com.au

Full name: Laura Ewen

Job Title: Volunteer Coordination Unit Manager

Day time phone number: 02 9895 1217

Street address: Level 5, Suite 504 Westpoint Office Tower, 17 Patrick Street, Blacktown, NSW 2148

Submit the details of your WWCC through the following link once you receive them:

[SUBMIT YOUR WWCC DETAILS HERE](#)

APPLYING FOR A NEW CHECK

Guidance on how to apply for a WA Working With Children Check is available through this link:

<https://www.wa.gov.au/organisation/departments-of-communities/working-children-check-application-and-renewal-process>

Instructions specific to how to apply for a WWCC to volunteer at The Smith Family are as follows:

1. WWCC application forms are NOT available online for download, this is because each WWCC application form has a unique identifier. This means the first thing required is to obtain an application form: Forms are available from authorized Australia Post outlets, if you would like to pick one up ,locate your nearest outlet at:

<https://auspost.com.au/locate/>

2. Complete your details in the application form.

A guide to completing the application form is available from the WA Government WWCC screening unit here:

<https://www.wa.gov.au/media/39850/download?inline>

3. Use the following information to complete the necessary sections:

Part 5: Child related work details:

Category of child-related work: 12

Type of employment: Volunteer/unpaid student

Name of organization where you engage in child-related work: The Smith Family

Applicant's job title/role in child-related work: The volunteer position you hold or have applied for

Organisation's phone number: 1300397730

Part 6: Details of the organization

You will need to contact a Smith Family employee to complete the first part of section 6.

For assistance on arranging this, please call 1300 397 730 or email volunteer@thesmithfamily.com.au

You must use the following details for the second half of section six, so the notification of your notice will be sent to the volunteering team:

Position to whom your notice will be sent: Volunteer Coordination Unit Manager

PO Box: GPO Box 10500

Suburb: Parramatta

State: NSW

Postcode: 2124

4. Verification and lodgement:

You will need to take your completed form and required ID to an authorized Australia Post outlet to lodge your application: <https://auspost.com.au/locate/>

5. Submit the details of your WWCC lodgement receipt to The Smith Family volunteering team through the following link: [**SUBMIT YOUR WWCC DETAILS HERE**](#)

Both you and The Smith Family will be notified once an outcome is received on your application.