



# MELBOURNE CAMERA CLUB

## Working with Children Check Policy

### Policy

The Working with Children (WWC) Check is a mandatory minimum checking standard across Victoria. The Working with Children Act 2005 requires that some people who work or volunteer in child-related work require a WWC Check. The check involves a national police records check and a review of relevant findings from prescribed professional disciplinary bodies. There is an exemption for volunteers whose own children are involved a particular activity. A person who has no criminal or professional disciplinary history will be granted an assessment notice. This notice entitles the person to undertake child-related work in Victoria and is valid for five years (unless revoked). A person deemed unsuitable to work or volunteer with children will be given a negative notice and cannot work in child-related work in Victoria. MCC will ensure we have a sufficient number of people in the club who are able to oversee events when children (people under the age of 18 years) might be present, for example, at exhibitions, workshops, open house etc.

## **Procedure**

All MCC Board members and Special Interest Group Coordinators are required to apply for a WWC Check and have the expiry date recorded.

### Application link

<https://www.workingwithchildren.vic.gov.au/individuals/applications/how-to-apply#Complete online application>

- Information required to complete your application:
  - Organisation Name: The Melbourne Camera Club
  - Postal address: PO Box 1180, South Melbourne VIC 3205
  - Phone: 0427 056 457 (Mark Devaraj)
  - Occupational Field: 42 Clubs, associations or movements of a cultural, recreational or sporting nature
- Once you have received your card, please email MCC Secretary a scan/photo of the card for Club records.
- If you already hold a Working with Children Check linked to another organisation, please add the MCC organisation details into your profile (and advise your card details to the MCC Secretary)

For more information, go to [www.justice.vic.gov.au/workingwithchildren](http://www.justice.vic.gov.au/workingwithchildren) or call 1300 652 879.

Approved by the MCC Board: December 2019

For review: December 2021