



## Working with Children Registration Information for Volunteers

Under recent legislation, all volunteers working in child education services are required to hold Working with Children Registration.

Applications for Registration will be received by the Department of Justice from 1 April 2015 with all Registrations needing to be finalised and in place by 1 October 2015.

Registration will remain valid for three years.

Persons commencing as a volunteer in a Catholic School on or after 1 October 2015 must have the new Working with Children Registration before they begin that role.

This Registration is additional to obtaining a National Police Certificate (Police Check) which is still required by the Tasmanian Catholic Education Office.

The cost of obtaining Registration will be reimbursed by the College on application and once a volunteer role has been taken up, for example, as a coach or manager of a College sports team.

Below are the procedures to follow to complete the Registration process. This information has been replicated from the Department of Justice Fact Sheet - How to Apply for Registration.

### ***STEP 1 – Fill in online application form***

- Go to the Working with Children Registration website at [www.justice.tas.gov.au/working\\_with\\_children/application](http://www.justice.tas.gov.au/working_with_children/application) and fill in the online application form. If you don't have access to the internet, please call 1300 13 55 13 for assistance.
- Please ensure that the details you provide are exactly the same as the details on your identity documents. If you make a mistake, please re-do the form to avoid problems at the next step – establishing your proof of identity.
- Once you have submitted the form, you will receive an application receipt. This receipt is important for the next step. If you cannot print the receipt for any reason, write down the application 'reference number'.

### ***STEP 2 – Present your Proof of Identity at Service Tasmania***

Go to a Service Tasmania shop with your:-

- application receipt or reference number
- proof of identity (see below)
- payment (\$17.76 for volunteering)

NOTE: You must bring all three of these items for your application to proceed.

You cannot send someone in with your identity details. To prove your identity, you must appear **in person** at Service Tasmania with your own documentation (this cannot be done outside Tasmania). To find a Service Tasmania shop near you, go to the Service Tasmania website: [www.service.tas.gov.au/about/shops/](http://www.service.tas.gov.au/about/shops/)

## ***Proof of Identity***

*Proving your identity is an important step in the application process. This step establishes your identity including your age and residential address.*

*You must provide proof of your identity when completing the application process with Service Tasmania.*

*The best way to prove your identity is by presenting an Australian Photo Driver Licence with your correct name and address details on it. However, if the name and/or address details are not correct on your driver's licence, or if you don't hold a driver's licence, then there are other ways to provide proof of your identity. You should read the fact sheet 'Proof of Identity' at the Working with Children Registration website:*

*[www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)*

## ***Receiving your results***

*If your application is successful, your Working with Children Registration Card will be posted out to you.*

*We will contact you by either post or email (whichever you have indicated on your application form) should there be any issues with your application. The application process will take some time, so it's important to allow time for your application to be processed. We recommend you apply **at least six weeks** before you need your Working with Children Registration.*

## ***For more information regarding the Registration application process contact the Department of Justice***

*Phone: 1300 13 55 13*

*Fax: (03) 6233 8338*

*Email: [workingwithchildren@justice.tas.gov.au](mailto:workingwithchildren@justice.tas.gov.au)*

*Mail: PO Box 56, Rosny Park, TAS, 7018*

*Web: [www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)*

Any queries regarding the College procedures may be forwarded by email to Jim Taylor, Risk and Compliance Manager – [jtaylor@smc.tas.edu.au](mailto:jtaylor@smc.tas.edu.au)