



Adding an organisation onto your Working with Children Check

For existing Working with Children Check card holders

Volunteers

Your Working With Children Check (WWCC) card needs to be linked to the Anglican Diocese of Bendigo to ensure that if there is any information pertaining to your eligibility for a WWCC, all employers/volunteer organisations are notified. You may list as many organisations as you volunteer/work for on the register.

Instructions on how to amend your details on the WWCC are given below. It should only take you a couple of minutes to complete. All you need is your WWCC card.

Once you have changed your details the Department of Justice will send a letter to the Registry Office advising of the change.

Please complete this change upon receipt of this letter.

1. Go to www.workingwithchildren.vic.gov.au
2. On the top right hand side of screen click on **MyCheck Account**
3. If you are an existing user **login** using your email address and password
4. If you are not an existing user you need to register. Click on **Register Now** and follow the instructions (will only take you two minutes)
5. Once you are logged on click on **Change my details** on the left hand side
6. Scroll down to **Organisation details**
7. **Remove** any listings for your parish
8. Click on **Add an organisation**
9. Fill in for the Anglican Diocese of Bendigo:

Organisation name: **Anglican Diocese of Bendigo – [insert your parish name]**

Address: **PO Box 2
BENDIGO VIC 3552**

Phone: **03 5443 4711**

Do not register the details of your local parish – for record keeping purposes it must be the details of the diocese. Remove any listings for your parish.

Why is this so important?

If there is a negative outcome the diocese will be notified and can liaise with Kooyoora to ensure any issues are managed confidentially and appropriately.

What if I don't have internet access?

Phone 1300 652 879 and speak to the Working with Children Check Customer Service Line to update your details.

Contact

clearances@bendigoanglican.org.au

03 5443 4711