**Safety House Association of Western Australia Inc. ABN 18 933 719 759**

***Safety House WA Inc. is a NFP Incorporated Association with ATO and ACNC accreditation as a***

***Registered Charity with Deductible Gift Recipient and Public Benevolent Institution status.***

 **Safety House WA Inc. Head Office**

**HEAD OFFICE POSTAL ADDRESS: PO Box 340, MIDLAND DC WA 6936**

**VOICEMAIL: (08) 6142 8579 EMAIL: safety@safetyhousewa.org.au**

**WEBSITE: www.safetyhousewa.org.au**

**who in a registered safety house MUST hold a valid WORKING WITH CHILDREN CARD?**

In every registered Safety House at least one adult must hold a valid Working with Children Card. Once you have determined who in your residence is likely to assist a child at the door needing help, each of those eligible people aged 18 and over should hold or obtain a valid Working with Children Card. If there is any doubt please contact the Safety House WA Inc. Head Office by email safety@safetyhousewa.org.au and we would be happy to assist and advise.

The law requires that in specific categories **PEOPLE MUST HOLD A VALID WWC CARD**. Other adults living or working in a registered Safety House can opt to hold or apply for a WWC Card. WWC Cards issued to volunteers are identical to WWC Cards issued to paid workers. The same WWC Card can be used for multiple roles. Currently there is a much lower application fee for community volunteers to obtain or renew a WWC Card; $11 compared to $87 per card for 3 years.

Any person aged 18 years and over employed as a paid or volunteer worker in one or more of the specific eighteen categories described on page 3 of the Working with Children Card application form **MUST HOLD A VALID WORKING WITH CHILDREN CARD**.

Each registered Safety House must decide which occupants aged 18 and over in a registered Safety House are likely to assist a child at the door needing help.

**EACH OF THOSE PEOPLE MUST HOLD A VALID WWC CARD.**

**IN EVERY REGISTERED SAFETY HOUSE THERE MUST BE AT LEAST ONE PERSON WHO HOLDS A VALID WORKING WITH CHILDREN CARD.**

Any person aged 18 years and over, living or working in a registered Safety House who is unlikely, unwilling or incapable of assisting a child at the door **DOES NOT NEED A WWC CARD**.

**under 18 years YOU CANNOT APPLY FOR A WORKING WITH CHILDREN CARD**.

***EXAMPLE -****A family of four lives in a registered Safety House. Dad does not work but Mum works full time, their 20 year old daughter is a FIFO engineer and their 16 year old son is still at High School.*

*Dad Likely to be at home and likely to help child at door****MUST HOLD A VALID WWC CARD***

*Mum Unlikely to be home so is unlikely to help child at door****DOES NOT NEED TO HOLD A WWC CARD****.*

*FIFO Not often at home, unlikely to help child at door****DOES NOT NEED TO HOLD A WWC CARD****.*

*Student Aged under 18 years* ***AGED UNDER 18 YEARS SO CANNOT APPLY FOR A WWC CARD***

***EXAMPLE –*** *A retired couple lives in a registered Safety House. They are joint primary contacts, both are mobile and capable. A cleaner visits the home once a fortnight to assist with house work.*

*Man Likely to be at home and likely to help child at door* ***MUST HOLD A VALID WWC CARD***

*Woman Likely to be at home and likely to help child at door* ***MUST HOLD A VALID WWC CARD***

*Cleaner Seldom in the home, unlikely to help a child at door* ***DOES NOT NEED TO HOLD A WWC CARD****.*

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**Feeling unsure?  Knock on a Safety House door!**

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**APPLYING FOR A WORKING WITH CHILDREN CARD**

**USING THE FORM PROVIDED BY SAFETY HOUSE WA**

In every registered Safety House at least one adult must hold a valid Working with Children Card. Once you have determined who in your residence is likely to assist a child at the door needing help, each of those eligible people aged 18 and over should hold or obtain a valid Working with Children Card. We apologise for any inconvenience involved but the application process for someone to obtain a Working with Children Card is much easier using the application form provided that already has been part completed by Safety House WA.

***Using the part completed Working with Children Card application form assigned to you by Safety House WA Inc. fill in your personal data in parts 1 to 4 and then sign part 8. NB Do not fill in the second white box under your signature on page 3. You can find full legal details at the website https:workingwithchildren.wa.gov.au.***

***Parts 5, 6 and 7 of the application form assigned to you have already been fully completed and officially signed by Safety House WA Inc.***

***Go to an Australia Post office with your completed form, personal identity documents and pay the $11.00 fee to obtain a 3 year Working with Children Card. This community volunteer fee is significantly less that the $87 fee currently payable for a paid worker’s Working with Children Card.***

***On your Safety House application form write in the number and date of your Australia Post Working with Children Card application fee payment receipt and emailyour Safety House application form to the Safety House WA office.***

***NB Application Forms must include Working with Children Card number and expiry date or Card Application data or Safety House WA cannot process the application.***

Safety House WA Inc. is totally committed to community based child safety and we believe the mandatory Working with Children Card requirement strengthens our assurance to all parents that Safety House residents are intensively checked and every step possible is taken to ensure they may be considered as trusted adults.

We really hope that you will decide that the great community benefits of the Safety House program with adult residents holding Working with Children Cards will help you decide to participate in our community based child safety program.

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**RENEWING YOUR CURRENT WORKING WITH CHILDREN CARD ON-LINE**

Go to website http://www.workingwithchildren.wa.gov.au

You can use the online renewal form if:

* your WWC Card is currently valid and is within 3 months of expiry (on line renewals cannot be accepted any earlier than 3 months before the expiry date.);
* you have had no changes in your personal information (name, birthdate, gender) since your previous application;
* you previously applied using *an Application for a Working with Children Check* form and lodged it at an authorised Australia Post outlet;
* you have registered to use the online services offered by the WWC Screening Unit and are shown as eligible to apply online. You can register for this on line at the time you renew your current WWC Card.
* your employer or volunteer organisation authorised representative has agreed that they will confirm your application as part of the online renewal process.

**To complete the Online Renewal Form you will need:**

* your Visa or MasterCard credit card or debit card,
* your Western Australian driver’s licence (if you have one), and

if you are an employee or volunteer you will need the details of your employer or volunteer organisation authorised representative who is authorised to confirm your child related work on behalf of the organisation. This includes their name, position title, email address, phone number and street and postal address.

**The data you will need to use for your Working with Children Card on-line renewal application as a Safety House WA Community Volunteer is:**

**MICHAEL CLARKE, CHIEF EXECUTIVE OFFICER,**

**SAFETY HOUSE WA INC ABN 18 933 719 759**

**Email: safety@safetyhousewa.org.au**

**Tel: (08) 6142 8579 Mobile: 0438 606 617**

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**An online renewal form takes approximately five minutes to complete**

**and must be completed in one session as there is no facility to save.**

1. Register to use the Working with Children Card online renewal form or login if you are already registered.  Set your email spam filters to allow messages from “wwc-noreply@cpfs.wa.gov.au”. If you are using a hotmail email account, there are factors which may result in Microsoft blocking delivery of emails. If you have any trouble receiving WWC Card emails, please try signing up using an email address that is not a hotmail account.

2. Accurately complete and update your information on the WWC online renewal form. The online renewal form will automatically list information from your previous WWC Check application, except for your employer or volunteer organisation details, which you must supply using the following data **MICHAEL CLARKE, CHIEF EXECUTIVE OFFICER,**

 **SAFETY HOUSE WA INC ABN 18 933 719 759**

**Email: safety@safetyhousewa.org.au**

**Tel: (08) 6142 8579 Mobile: 0438 606 617**

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Check that all the information is correct. You can update most information in the form if required.

* 1. Pay the required $11.00 renewal application fee on line using a Visa or MasterCard credit card or a debit card and then submit your online renewal form. When checking your bank statement this transaction description will appear as ‘**WWC-Communities’.**
	2. You can save a copy of your WWC card renewal lodgement receipt and application. This receipt allows you to continue as a registered Safety House and any other child related work activity pending receipt of your new WWC Card.
	3. You can check the status of your Working with Children Card renewal application on line at **https://workingwithchildren.wa.gov.au/application-status-check**
	4. Once your WWC card renewal application is received and accepted by the Department of Communities Working with Children Check Unit they will contact the Safety House WA Inc. Chief Executive Officer to validate that you are Safety House Community Volunteer.
	5. Safety House WA Inc. will confirm your status as Safety House Community Volunteer and a new Working with Children Card will then be sent out to you by the Department of Communities.