

Ardoch is committed to protecting children's rights, safety and wellbeing and has a zero-tolerance approach to all forms of child abuse.

Note: Victorian Working with Children Checks can take up to 3 weeks to be processed by the Department of Justice.

Apply as soon as possible

Already have a Working with Children Check?

- 1) Update your Working with Children Check details through [Service VIC](#).
- 2) Select 'Get Started.'
- 3) Input your details
 - All given names in full
 - Family name
 - Date of Birth
 - First 8 characters of your WWCC number
 - Retrieve a security code sent by SMS or email
- 4) Select the option to 'add an organisation' and add Ardoch to your profile using the details below:
 - **Ardoch Limited, Level 4 85 Queen Street, Melbourne, VIC, 3000**
03 9537 2414
 - Under child-related work select the code **44: Educational-State Schools**.
- 5) Email us at compliance@ardoch.org.au with a screenshot/pdf print of your Service VIC details page, confirming you have added Ardoch to your WWCC profile.

If you do not have a Working with Children Check

You will need to apply for a check online. Some applicants can prove their identity online, but if not, you will need to attend a participating Australia Post outlet to do so. Information on [how to apply and accepted identity documents can be found here](#).

- 1) Apply for and manage your Working with Children Check [here](#). Follow their instructions to apply.
- 2) When asked 'Do you need an Employee or Volunteer Check?,' remember to select "Volunteer."
- 3) When asked to provide 'organisation details,' please enter the details below:
 - **Ardoch Limited, Level 4, 85 Queen Street, Melbourne, VIC, 3000**
03 9537 2414
 - For Type of Work, select '**State schools**' under **Education and learning**
- 4) Check your inbox for an email from workingwithchildren@smarteform.com.au with instructions on how to finalise your application with Australia Post OR confirmation of your application if you were able to apply fully online.
- 5) If you could not apply fully online, attend a participating Australia Post outlet to verify your identity, have your photo taken (free of charge), and lodge your application.
 - You can [find your nearest participating Australia Post outlet here](#).
- 6) Email us at compliance@ardoch.org.au to let us know your application has been submitted.