

## VOLUNTEERING AT HUNTINGTOWER

### [Applying for or updating your Volunteer Working With Children Clearance \(WWCC\)](#)

As child safety is of the highest importance to Huntingtower, it is a requirement for all volunteers at the School to have a valid Volunteer Working with Children Clearance (WWCC). This involves a two-step process:

1. Applying for or updating your WWCC (please see instructions below)
2. Submitting your WWCC details to the School as part of the Huntingtower's *Volunteer Registrar*.

#### **1. Applying for or updating your Volunteer WWCC**

If you do not have a valid WWCC, the process to apply is straightforward, online and free for volunteers. When completing your application, it is important that you include the details below. Please start your application for a WWCC [here](#).

**Organisation details:** Huntingtower School

**Child-related work field:** 46 Educational – non-government schools (all primary, secondary, technical and special schools)

**Work type:** Volunteer

If you have an existing WWCC but have not yet added Huntingtower as an organisation, we ask that you [update your details here](#). Please add Huntingtower School as an organisation and the Child-related work field and Work type provided above. You can have multiple organisations and associated work fields and work types (employee, volunteer, both) on the one card.

If you are a teacher or early childhood educator registered with VIT, you must notify Working with Children Clearance Victoria (WWCCV) of any child-related work you do outside of your teaching in a school or early childhood service. You can do so by completing the Teacher notification form accessed via [this link](#).

#### **2. Submitting your WWCC details to the School**

Once you have your WWCC or have updated it please submit the details to Huntingtower as part of our *Volunteer Register* Please note all volunteers need to complete the Huntingtower *Volunteer Register*.

If you have any questions, please contact the Human Resources Team via [volunteers@huntingtower.vic.edu.au](mailto:volunteers@huntingtower.vic.edu.au).