

Date: 24 May 2023

Dear Loreto College Volunteers, Contractors, and Guest Speakers.

As an obligation of *Ministerial Order 1359 - Managing the risk of child abuse in schools*, it is a compulsory requirement that all volunteers, contractors and guest speakers who enter the College grounds or participate in any College activity, camp, excursion or sporting event must have a valid Working with Children Check (WWCC).

The WWCC is free for volunteers and guest speakers however it will incur a fee for anyone who is engaged in a paid service. The fee is tax deductible. The application can be completed online using the government website: <http://www.workingwithchildren.vic.gov.au/>

Once a valid check has been completed, a copy is to be provided to the College representative who has engaged your business or service. If you are a volunteer, you must complete the Loreto College Volunteer Application Form on the College website and attach a copy of your WWCC card. Please visit [www.loreto.vic.edu.au/employment/volunteering](http://www.loreto.vic.edu.au/employment/volunteering)

Upon arrival at Loreto, you will need to report to main reception and sign in using your card number. This is checked against the WWCC database to ensure it is valid. Your card is to be on you at all times while at the College. Once you are engaged with Loreto the relevant induction and or training will be organised for you.

The safety and wellbeing of all children within the College community is of the utmost importance to Loreto College. If you do not have your card or it is found to be invalid or cancelled, you will be unable to complete your work at the College.

We appreciate your understanding and support in complying with the updated mandatory requirements.  
Kind regards,



Chris Shaw  
Deputy Principal  
Child Protection Officer