

Application Instructions – Working With Children Checks

Policy Statement

Croydon Chess requires all committee members and all volunteer workers working in our junior chess program to give consent for the club to perform a Working With Children check. This helps ensure that children placed in the care of the club are afforded the best possible care and protection.

Procedure For Applicants

- Obtain a “Working With Children Check – Application Guide and Form” from your post office.
- In the **Type of Application** section
 - Question 1. **New Application?**
 - place a cross in the **Yes** box
 - place another cross in the **Volunteer Application** box
- Complete questions 2 through 10
- In the **Details of Child-Related Work** section
 - Question 11. **List the area(s) of child-related work in which you work or volunteer ...**
 - write **72** in the **Code No.** field (see “List of Occupational Fields” document)
 - place a cross in the **Volunteer** box
- In the **Details of Organisation** section
 - Question 12. **Which organisation(s) do you work or volunteer with ...**
 - place a cross in the **I currently work or volunteer in child-related work with the following organisations** box
 - name of primary Organisation: **Croydon Chess Inc.**
 - address: **36 The Gateway, Lilydale VIC 3140**
 - contact phone number: **0466 413 468** (this is Stephen Frost’s mobile)
- You will need to provide suitable identification, capable of satisfying a 100-point check. Please refer to the information in the Application Guide for more details.
- You will also need to provide suitable photos for the application. Your post office can take these photos on the spot for a modest fee.
- Lodge the form at your post office ... the results of the check will be sent to the club within 30-60 days.

Queries

If you have any questions concerning this process please speak with Stephen Frost (Club Treasurer) or another member of the committee. They will be able to provide you with copies of the relevant club policies if required:

- Policy – Working With Children Checks
- Policy – Privacy