

# About ParkConnect and the Working with Children Check

(With instructions to suit our group - Friends of Yarra Valley Parks, "FoYVP")

Volunteers, it is great that you have volunteered for tree planting with us.

This is a note for new volunteers doing an activity on Parks Victoria land.

As well as general instructions below, there are some extra details for Friends of Yarra Valley Parks activities.

We work on Parks Victoria land and **Parks Victoria has two requirements of all volunteers**, namely:

1. You should **Create an account on ParksVic's ParkConnect** website system.
  2. You should **Get a Working with Children Check (WWCC)**.
- If this is **your first visit**, then you don't have to have ParkConnect or WWCC to attend. You only have to write all your contact details on the paper attendance sheet available at the activity. This covers you for insurance and emergency contacts.
  - **After your first visit**, if you expect to work on Parks Victoria land again, you should create a ParkConnect account (see details on page 2), and apply for a Working with Children Check (WWCC). (See details below.)

Unfortunately, the Registration processes for ParkConnect and WWCC are a bit involved.

If you have any questions, please ask the leader of today's activity.

Thank you in advance for your patience in setting up ParkConnect and WWCC.

It is best to **create your ParkConnect account first (see page 2)**, then return here to **do your WWCC**.

## 1 Apply for a Working with Children Check (WWCC)

- Because volunteers may be in contact with children on ParksVic land open to the public, it is a Parks Victoria and **Victorian law** requirement to get a WWCC.
- You can attend your first activity without having a WWCC, but then you must commit to applying for applying for WWCC ready for your next ParksVic activities.
- The easiest way to apply for a WWCC is via your **Service Victoria App**.
  - ParkConnect has some good instructions and information about this (see below).

### 1.1 Procedure to apply for a WWCC is via your Service Victoria App:

- a. Sign in to ParkConnect with your existing account. (See page 2 to set up your account if you need to.)
- b. Go to menu items **Volunteer > Supporting documents**
- c. If you want some background information on WWCCs, click on "**FAQs Child Safe Standards and WWCC Volunteers**" (a PDF document).  
(Please ignore the above document's given link to Apply for WWCC – use the simpler method below.)
- d. To begin the WWCC application, in Supporting Documents, click on "**How to apply for a Volunteer WWCC Service Victoria 2022**". That PDF explains the whole process.
- e. As explained in Step-3 inside the above document, the WWCC may take 3-12 weeks to arrive.
- f. After you receive your WWCC, please **upload your WWCC into your ParkConnect profile**.
  - See Step-4 in the above document "How to apply for a Volunteer WWCC Service Victoria 2022" and watch the video.

All done. Now return to page 2 and do ParkConnect steps 2.2 and 2.3.

## 2 Create an account on ParksVic's ParkConnect website system.

ParkConnect gives you online registration for future events and covers you for insurance. You can also use ParkConnect to search for activities that appeal to you from the list of ParksVic upcoming volunteer activities around Victoria.

### 2.1 Register on ParkConnect

- a. If you haven't done so already, please create your account on the ParkConnect website via: <https://www.parkconnect.vic.gov.au/Account/Login/Register> and follow the prompts.
- b. After you have set up your account, future logins to ParkConnect are via <https://www.parkconnect.vic.gov.au/SignIn>

Now that you are on ParkConnect, you can access ParkConnect's help notes for your Working with Children Check. Apply for a WWCC now. See how on page 1. Then return here to do steps 2.2 and 2.3.

### 2.2 When you have your ParkConnect account, please 'Join Group' (i.e. subscribe to) our group's email list within ParkConnect.

- o This is so you receive email notifications of FoYVP's new or cancelled activities. You only have to do this once.

Please do:

- a. **Sign in** with your existing ParkConnect account.
- b. Go to menu items **Volunteer > Search for Programs and Groups**
- c. **Search** for our name by typing "Yarra" into the Group Name box, and then click Search.
- d. Then click on "**Friends of the Yarra Valley Parks**".
- e. You will see a description of this group and a "Join group" button.
- f. Click "**Join group**".
  - This allows FoYVP to email you about any late changes to activities.
  - It also gives the leader your details that simplify your attendance registration on the day.

### 2.3 Whenever you decide to go to an activity, please 'Join Activity'.

This notifies the leader and simplifies your registration on the attendance list on the day.

Please do:

- a. **Sign in** with your existing ParkConnect account.
- b. Go to menu items **Volunteer > Search Activities**
- c. Search for our group's name by typing "Yarra" into the Group Name box, and then click **Search**.
- d. Then click on "**Friends of the Yarra Valley Parks**".
- e. You will see a description of this group and a "Join activity" button.
- f. Click "**Join activity**". Then return to the home page (Click the House-icon at the beginning of the top menu line)

Finished.

If you have any questions, please email us at [info@yvfriends.org.au](mailto:info@yvfriends.org.au)

To see FoYVP's next Sunday activity, please visit <https://www.yvfriends.org.au/>