



The Working with Children Check Application Process for Interstate Employees, Volunteers and Students

What is a WWC Check?

The Working with Children (WWC) Check is a compulsory screening strategy in Western Australia and the Christmas and Cocos (Keeling) Islands for people who engage in certain paid or unpaid work with children, described as “child-related work” under the *Working with Children (Criminal Record Checking) Act 2004* (the WWC Act).

The WWC Check includes a National Police History Check, but is different from a National Police Certificate because it involves the ongoing collection and assessment of information that is relevant to whether a child may be exposed to a risk of harm should a person engage in child-related work.

If you are an employer, volunteer organisation or education provider and have an employee, volunteer or student who is in child-related work and lives interstate and must apply for a WWC Check, or if you are an employee, volunteer or student living interstate and must apply for a WWC Check, instructions on how to apply for a WWC Check are outlined in this document.

Completing a WWC Check Application Form if you are an Employer, Volunteer Organisation or Education Provider

If you are the authorised representative in your organisation to sign WWC Check application forms on behalf of your employer, volunteer organisation or education provider then the following instructions outline the process:

1. Identify if your proposed employee, volunteer or student (applicant) will be in child-related work. Take care to ensure that people who are exempt under the WWC Act, including volunteers and students on unpaid placement who are under 18 years of age, **do not** apply.
2. **Obtain** an *Application for a WWC Check* form from an authorised Australia Post outlet or alternatively you can contact the WWC Screening Unit. See www.auspost.com.au for the details of authorised Australia Post outlets.
3. As the organisation’s authorised representative, you complete Parts 2, 3, 5 and 6 and you sign the ‘Employer, volunteer organisation or education provider declaration’ (Part 7), certifying the applicant is in about to start child-related work for your organisation (these sections are shown below).
4. Once the sections on page 2 are completed, post the application form to the proposed applicant.

Part 2: Details of applicant

Title (eg Mr, Mrs, Ms, Miss, Dr, Rev etc)

Family name/surname*

Given name/s*

Enter the employee, volunteer or student's details here.
Consult your employee/volunteer/student to ensure all names (including middle names) are spelt correctly as per their identification documents.

Part 5: Child-related work details

Category of child-related work (see "Categories of child-related work" in the guide)

Type of employment*

Self-employed OR Paid employee/ Paid student OR Volunteer/ Unpaid student OR Paid managerial officer child care service OR Unpaid managerial officer child care service

Name of organisation where you engage in child-related work*

Applicant's job title/role in child-related work* Organisation's phone number

Enter the employment details here.
Fill in your organisation name, contact phone number and the applicant's job title/role in child-related work.

Part 6: Details of the employer, volunteer organisation or education provider

DO NOT COMPLETE THIS PART IF YOU ARE: self-employed, a paid or unpaid managerial officer (child care service category only) or have an exemption letter from the WWC Screening Unit.

Name of employer/volunteer organisation or education provider representative (this person must sign the Representative Declaration in Part 7)

Position of employer/volunteer organisation or education provider representative

Street address of employer/volunteer organisation or education provider representative (must be an Australian address)

Unit number/street number/street name (with a gap between words)*

Suburb/town/locality* State* Postcode*

Postal address of employer/volunteer organisation or education provider representative

This is also the position and address to which your notice will be sent if your organisation has arranged for notices to go to a central location

Same address as above

Position to whom your notice will be sent

Unit number/street number/street name/PO box (with a gap between words)*

Suburb/town/locality* State* Postcode*

Enter your authorised representative's details here.
Fill in your name, position and address.

Enter the postal address where the outcome of the WWC Check should be sent
This could be the postal address of the authorised representative or another central administration location.

Part 7: Employer, volunteer organisation or education provider declaration

I certify that the applicant is, or is proposed to be, employed in child-related work as defined in section 6 of the *Working with Children (Criminal Record Checking) Act 2004* for the organisation/person, or as procured by the education provider, named in Part 6 of this form. I know that it is an offence to give information for the purposes of the Act that is false or misleading in a material particular.

Date signed* DD MM YYYY

Please sign within the box and use black ink

Signature of representative
Must be the person named in Part 6 above

Employer, volunteer organisation or education provider declaration
Sign within the box and date the application form, confirming the applicant is in child-related work.

Applying for a WWC Check if you are the Proposed Employee, Volunteer or Student

1. After receiving the partially completed WWC Check application form from your prospective employer, volunteer organisation or education provider, you complete the remaining sections of the form.
2. You should identify your nearest authorised Australia Post outlet by checking the website www.auspost.com.au for details. There are a number of authorised outlets interstate including in **Adelaide, Alice Springs, Brisbane, Canberra, Darwin, Hobart, Launceston, Melbourne and Sydney**. If you are unable to access one of these outlets, contact the WWC Screening Unit on (08) 6217 8100 to discuss your application.
3. You should lodge your WWC Check application form in person at an authorised Australia Post outlet. When applying, you need to present sufficient documents to meet the 100 points identification criteria and pay the required fee. Accurate identifying information is essential to make sure the criminal history check is carried out for the correct person, this includes current address details and photographic identification. See the guidelines on the application form for information about what identification is required. Visit our website www.workingwithchildren.wa.gov.au for the current fees.

The image shows a portion of a form with two main sections: 'Part 3: Current address of applicant' and 'Part 4: Previous residential addresses'. Part 3 includes fields for residential address, unit number/street name, suburb/town/locality, state, and postcode, with a note that it must be an Australian address. It also includes a section for postal address, which can be the same as above or a PO Box. Part 4 is titled 'Previous residential addresses' and includes a note that if the applicant has lived elsewhere in the last five years, they must provide details of up to three previous addresses. It contains three numbered sub-sections, each with fields for unit number/street name, suburb/town/locality, state, postcode, and a period of residence from and to.

Outcome of the WWC Check

If an application for a WWC Check is successful, a person is issued with an Assessment Notice, in the form of a WWC Card. A valid WWC Card permits a person to engage in child-related work and remains valid for three years unless cancelled sooner. It is also transferable across paid, unpaid and volunteer work and across all categories of child-related work. Once a person holds a WWC Card their eligibility to continue to hold it may be re-assessed if they have a new relevant charge or conviction which indicates they may harm a child while engaging in child-related work.

A Negative Notice is issued where the WWC Screening Unit has identified a risk of harm to a child should the person engage in child-related work. This can occur when a person first applies for a WWC Check or if they are re-assessed while holding a WWC Card. A Negative Notice prohibits the person from engaging in any child-related work and remains current unless cancelled under the WWC Act.

An Interim Negative Notice may be issued in some cases when the WWC Screening Unit receives information relevant to the immediate safety of children (e.g. a charge or conviction for a relevant offence). This prohibits a person from engaging in child-related work during the assessment or re-assessment until a final decision is made.

The authorised representative or the alternative central position identified on the WWC application form will be advised of the outcome of the WWC Check and any subsequent changes to the person's status unless the WWC Screening Unit has received updated information, including a new representative. No information about a person's criminal record is provided.

More information

For more information visit the website www.workingwithchildren.wa.gov.au and specifically:

Factsheet 5: Information for Employers and Volunteer Organisations

Factsheet 7: Information for Education Providers

Factsheet 9: Information for Employees and Volunteers

Factsheet 11: Information for Students

Completing a WWC Check Application Form – Employers, Volunteer Organisations and Education Providers

Completing a WWC Check Application Form – Employees, Volunteers, Students and Self-Employed People

Disclaimer

The WWC Screening Unit is committed to providing clear information to help you understand your rights and meet your obligations. Every reasonable effort has been made to ensure information is accurate and up to date. However, errors can occur and changes after the time of publication may impact on the accuracy of the information in a factsheet.

The latest publication of a factsheet and further information about the Working with Children law is available on our website at www.workingwithchildren.wa.gov.au. If you require additional assistance you may also contact us on (08) 6217 8100, for country callers using a landline 1800 883 979 (toll free).

The information in this factsheet is provided on the understanding that it is not to be relied on for legal or professional advice.

To the full extent permitted by law, the Department of Communities, Government of Western Australia, its officers, employees, agents and others acting under its control, expressly disclaim all liability arising out of any action taken or loss resulting as a result of reliance on information provided in a factsheet.

Working with Children Screening Unit

Website address: www.workingwithchildren.wa.gov.au

Email address: checkquery@cpfs.wa.gov.au

Phone number: (08) 6217 8100 or 1800 883 979 (WA country callers using a landline)