



The Working with Children Check ‘Health Check’

Using the Health Check

You can use this ‘Health Check’ to assess your compliance with the *Working with Children (Criminal Record) Checking Act 2004* (the Act). The ‘Health Check’ will also assist you to identify areas where you could improve your compliance and practice. The ‘Health Check’ identifies a range of requirements from Working with Children Check (WWC Check) policies and procedures, to record keeping systems and other strategies for safeguarding children in your organisation.

What is a WWC Check?

The 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 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.

About the WWC Check

People who engage in child-related work **MUST** apply for a WWC Check and organisations have obligations to ensure they do. There are some people who are exempt from applying for a WWC Check, such as short-term visitors to the state or the Christmas and Cocos (Keeling) Islands and parent volunteers in certain situations. Those who are not in child-related work, or have an exemption under the Act, must not apply.

A Check IS NOT an endorsement of a person’s general suitability to work with children or a ‘fit and proper’ test. A WWC Check is one safeguarding strategy, alongside others such as, a

National Police Certificate, good recruitment and induction, supervision and policies.

While completing the ‘Health Check’ there may be questions you are unsure about. If you would like more information please visit the WWC Check website www.workingwithchildren.wa.gov.au, or contact the WWC Screening Unit on (08) 6217 8100 or 1800 883 979 (for country callers).



Answer the following questions about WWC Checks in your organisation:

Keep the completed 'Health Check' with your other WWC Check records.

Organisation: _____

Person completing Health Check: _____

Date completed: _____

Your Organisational Profile

Yes No Unsure

1. Can you identify ALL categories of child-related work relevant to the services or main activities your organisation provides to children?

See [Factsheet 1: What is 'Child-Related Work'?](#) on the WWC Check website (www.workingwithchildren.wa.gov.au> Resources> Resources for employers and organisations) for a list of the categories of child-related work. There may be more than one category of child-related work to describe the work individuals do within your organisation. For example a coach at a school has two relevant categories – 3 (an education institution for children) and 4 (coaching or private tuition service).

2. Can you identify the workers (employees, volunteers and students) at your organisation who engage in 'child-related work' and require a WWC Check?

For more information about how to identify who is engaging in 'child-related work' please visit the [Who needs a WWC Check page](#) on the WWC Check website (www.workingwithchildren.wa.gov.au> About> Who needs a WWC Check?)

3. Do you know how many workers are employed or engaged in 'child-related work' by your organisation?

WWC Cards

Yes No Unsure

4. Do all of your workers (employees, volunteers and students), who are required to have a WWC Check, have a valid WWC Card or have they applied for one?

5. Does your organisation advise the WWC Screening Unit of new workers who already have valid WWC Cards?

Organisations can advise the WWC Screening Unit of workers who have WWC Cards through other employment by completing the [Register card holders form](#) on the WWC Check website (www.workingwithchildren.wa.gov.au> Employers & Organisations> Online services> Register card holders)

Negative Notices

Yes No Unsure

6. Does your organisation have a process/procedure to deal with an Interim Negative Notice and Negative Notice received from the WWC Screening Unit?

If a worker is issued with an Interim Negative Notice or Negative Notice they MUST NOT engage in child-related work. As an organisation you are responsible to ensure they do not.

Record Keeping

Yes No Unsure

7. Does your organisation have a system to record and monitor compliance of WWC Checks?

It is important that organisations keep records to demonstrate their compliance with the Act and document all governance decisions about WWC Checks in the organisation. For an example see our WWC Check Record Keeping Spread Sheet on the [Record keeping page](#) on the WWC Check website (www.workingwithchildren.wa.gov.au> Employers & Organisations> Record keeping).

WWC Check Policies and Procedures/Processes

Yes No Unsure

8. Does your organisation have policies which include or relate to WWC Checks?

For example you may have a Child Protection Policy which includes information about WWC Checks.

9. Does your organisation have a process/procedure to identify workers (employees, volunteers and students) who engage in child-related work?

10. Does your organisation have a process/procedure to ensure that workers who engage in child-related work have a current WWC Check or have applied for one prior to commencing their child-related work?

11. Does your organisation have a process/procedure to ensure workers renew their WWC Cards before they expire?

WWC Cards expire every three years. It is important for your organisation to have a process to ensure workers have renewed their WWC Card before it expires. It is recommended workers renew at least one month before their WWC Card expires, and no earlier than three months.

12. Does your organisation have a process/procedure to ensure workers who withdraw their WWC Check application or cancel their WWC Card do not engage in child-related work?

If an individual withdraws after applying for a WWC Check or cancels their WWC Card they must not engage in child-related work. It is important for your organisation to have a process to ensure workers who withdraw or cancel their WWC Card do not engage in child-related work.

13. Does your organisation have a process/procedure to identify and notify the WWC Screening Unit of offences that make it inappropriate for a worker to continue to engage in child-related work?

If you are aware of any serious offences that an individual engaging in child-related work has, contact the WWC Screening Unit. For more information about the offences read [Factsheet 3: Class 1 and Class 2 Offences](#) on the WWC Check website (www.workingwithchildren.wa.gov.au> Resources> Resources for employers and organisations).

14. Does your organisation have a process/procedure to record and monitor its compliance of WWC Checks?

This could include entering WWC Check receipt and WWC Card information in a data base, spread sheet or human resource system and checking WWC Card validity using the WWC Check website.

15. Does your organisation have strategies in place to keep up to date with WWC legislation and application processes?

Your organisation should ensure all WWC Check information is updated and that you keep up to date with any changes to the WWC Act or application process. For example, by staff attending training and checking the WWC Check website.

16. Does your organisation have strategies to update your information and policies and processes/procedures to continuously comply with the WWC Act?

Safeguarding Strategies

Yes No Unsure

17. Does your organisation have other child safety strategies in place?

The WWC Check is one strategy to protect children. For more information read the [Child Safety page](#) on the WWC Check website (www.workingwithchildren.wa.gov.au> About> Child Safety).

Thank you for completing the WWC Check ‘Health Check’!