



Working with Children Check: Employees

1. Introduction

This Working with Children (WWC) Check Procedure (procedure) should be read in conjunction with MP 0176/22 WWC Check Policy (policy). This procedure provides information for the implementation of the policy as it relates to employees, except medical practitioners, in line with the *Working with Children (Criminal Record Checking) Act 2004* (WWC Act).

2. Procedure Requirements

WA health entities are responsible for a range of requirements under the WWC Act. The policy requires WA health entities to develop local procedures to support compliance and consistency. WA health entities must monitor compliance to ensure WWC Act and policy obligations are met.

Health Support Services (HSS) is contracted, through a Service Agreement with the Department of Health and various Service Level Agreements with health service providers, to undertake WWC Check transactional activities for employees. This includes end to end recruitment, including pre-employment WWC screening, and maintaining and updating establishment and workforce data. This does not negate the WA health entity's responsibilities as the employer under the WWC Act.

For the purposes of this procedure, the term WA health entity includes HSS where they are an employer. Where HSS responsibilities are specified in this procedure, this refers to HSS as a provider of WWC Check transactional functions contracted under the Service Agreement and Service Level Agreements.

Procedure requirements follow the key steps outlined in the WWC Check Flow Chart: Employees. The policy contains definitions of the terms used in this procedure.

2.1 Employer and central contact details

To apply for, or renew, a WWC Card, the WA health entity must certify that the person is, or is proposed to be, employed in child-related work. Often individual managers provide this certification. The WWC Check system allows for notices to go to a central contact, rather than to each individual manager.

To ensure that notices about an employee's eligibility to undertake child-related work are received and actioned in a timely manner, consistent with WWC Act and policy requirements, WA health entities must nominate a central contact to receive notifications. HSS must ensure that both the HSS central contact and WA health entity central contact are registered to receive notifications in accordance with Table 1.

If the WA health entity nominated contact changes, it is the responsibility of the WA health entity to notify HSS. HSS will update the WA health entity nominated contact details.

Note that registration is only in place for the lifetime of a WWC Card and re-registration is required upon WWC Card renewal.

2.2 WWC application form

In Part 6 of the WWC application form, 2 different sets of contact details are entered:

1. *Name of the employer/volunteer organisation or education provider representative.*
This is the representative of the employing authority who will certify that the applicant is, or is proposed to be, employed in child-related work.
2. *Postal address of employer/volunteer organisation or education provider representative.*
This is the central contact who will receive WWC notices, including the status of the WWC application.

HSS is to be listed as the central contact on the WWC Check application form for all employees as shown in Figure 1.

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)

Insert manager's name here

Position of employer/volunteer organisation or education provider representative

Insert manager's position title here

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)*

WA health entity address here

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

MANAGER, RECRUITMENT, HSS

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

HSS GPO BOX 8545 PERTH

Suburb/town/locality* State* Postcode*

BUSINESS CENTRE WA 6849

Figure 1: Example employee application form

2.3 Online registration

In addition to the WWC Check application form process there is an online registration process available for employers. HSS processes online registrations, where required, on behalf of the WA health entity.

2.4 New applications

For new applications, the WWC application form must be completed as shown in Figure 1. HSS will ensure that both the HSS central contact and the WA health entity central contact is registered for the application receipt and the WWC Card once received.

2.5 Renewal

If renewal is completed online, HSS must be listed as the central contact. If renewal is completed by application form, the form must be completed as shown in Figure 1. HSS will ensure that both the HSS central contact and the WA health entity central contact is registered for the renewal receipt and the WWC Card once received.

2.6 Existing WWC Card

If an employee has an existing WWC Card, HSS will ensure that both the HSS central contact and the WA health entity central contact is registered for the WWC Card.

Table 1: Employer and central contact details

		Details of Employer	Central Contact
New Application	Application Form	WA health entity	HSS central contact
	Online Registration (receipts and WWC Cards)	WA health entity	HSS central contact and WA health entity central contact
Renewal	Online Renewal	WA health entity	HSS central contact
	Application Form	WA health entity	HSS central contact
	Online Registration (receipts and WWC Cards)	WA health entity	HSS central contact and WA health entity central contact
Existing WWC Card	Online Registration 1	WA health entity	HSS central contact
	Online Registration 2	WA health entity	WA health entity central contact

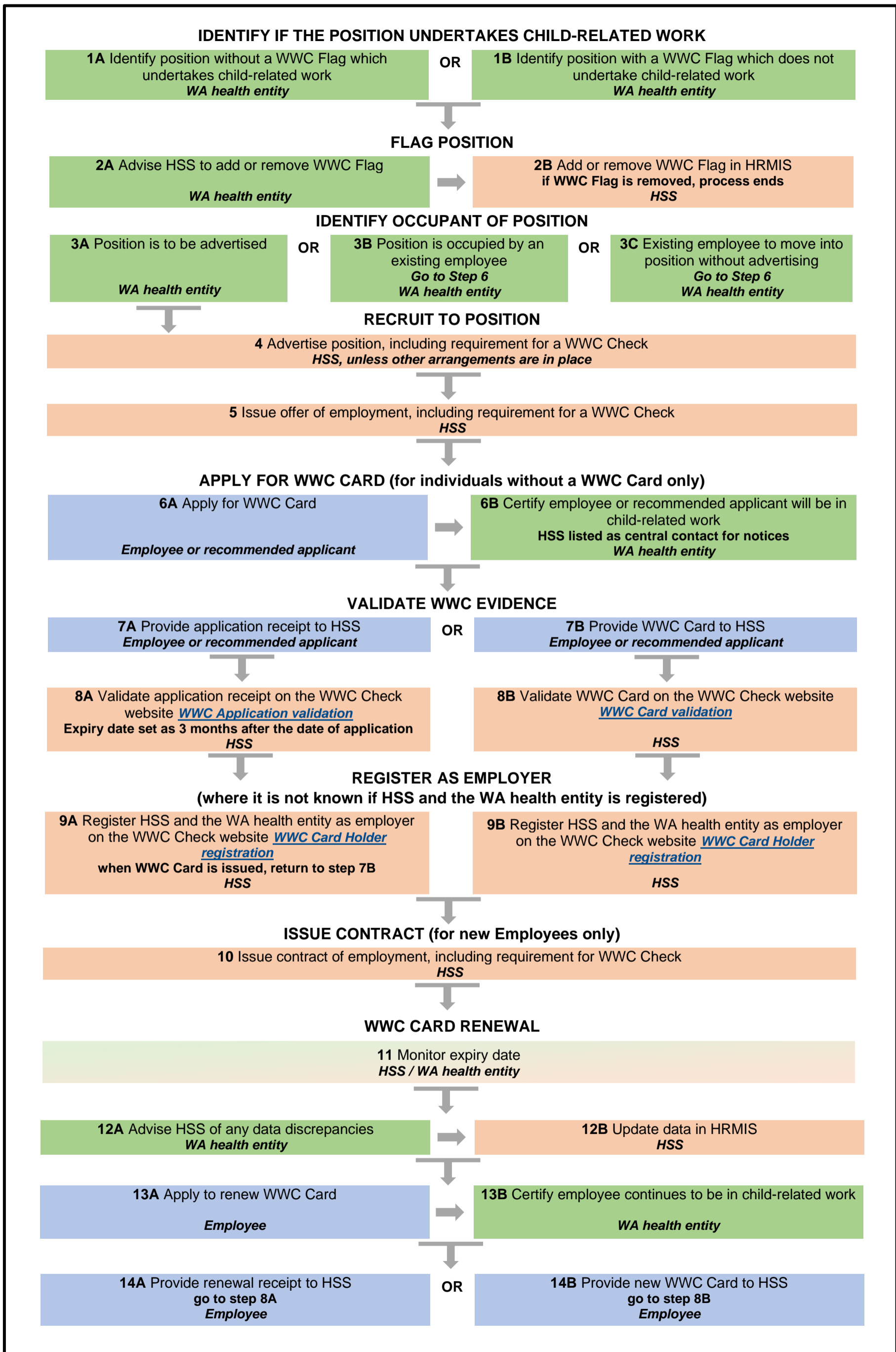
2.7 Record keeping

HSS is responsible for maintaining complete and accurate records for Steps 1 to 14 of the WWC Check process. This includes all records provided to HSS by employees, WA health entities and external agencies, and actions taken by HSS.

WA health entities are responsible for maintaining complete and accurate records of their management of ineligibility to undertake child-related work.

The policy details the minimum WWC Check records HSS and WA health entities must maintain.

3. Working with Children Check Flow Chart: Employees



MANAGE INELIGIBILITY TO UNDERTAKE CHILD-RELATED WORK

At any stage of the process

Become aware of a matter that may affect eligibility to undertake child-related work
Employee

Notify the employer (WA health entity)
Employee

At any stage of the process

Receive notification of:

- Interim Negative Notice
- Negative Notice
- Withdrawal of WWC Application
- Cancellation of WWC Card OR
- Expiry of WWC Card

HSS / WA health entity

OR

Receive notification of:

- Relevant change to employee's criminal record

WA health entity

OR

Receive notification of:

- Reasonable suspicion of charge or conviction of an offence which makes it inappropriate for the employee to continue to undertake child-related work

WA health entity

Immediately remove the employee from child-related work and notify HSS
WA health entity

Immediately remove the employee from child-related work and notify HSS and the WWC Screening Unit
WA health entity

Do not allow employee to recommence child-related work unless eligibility to undertake child-related work has been confirmed by the WWC Screening Unit
WA health entity

This document can be made available in alternative formats on request for a person with a disability.

© Department of Health 2022

Copyright to this material is vested in the State of Western Australia unless otherwise indicated. Apart from any fair dealing for the purposes of private study, research, criticism or review, as permitted under the provisions of the Copyright Act 1968, no part may be reproduced or re-used for any purposes whatsoever without written permission of the State of Western Australia.