



Working with Children Check: Volunteers

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 implementation of the policy as it relates to volunteers, in line with the *Working with Children (Criminal Record Checking) Act 2004* (WWC Act).

2. 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.

Procedure requirements follow the key steps outlined in the WWC Check Flow Chart: Volunteers. 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. The WWC Check system allows for notices to go to a central contact.

To ensure that notices about a volunteer'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/s to receive notifications.

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, two 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.

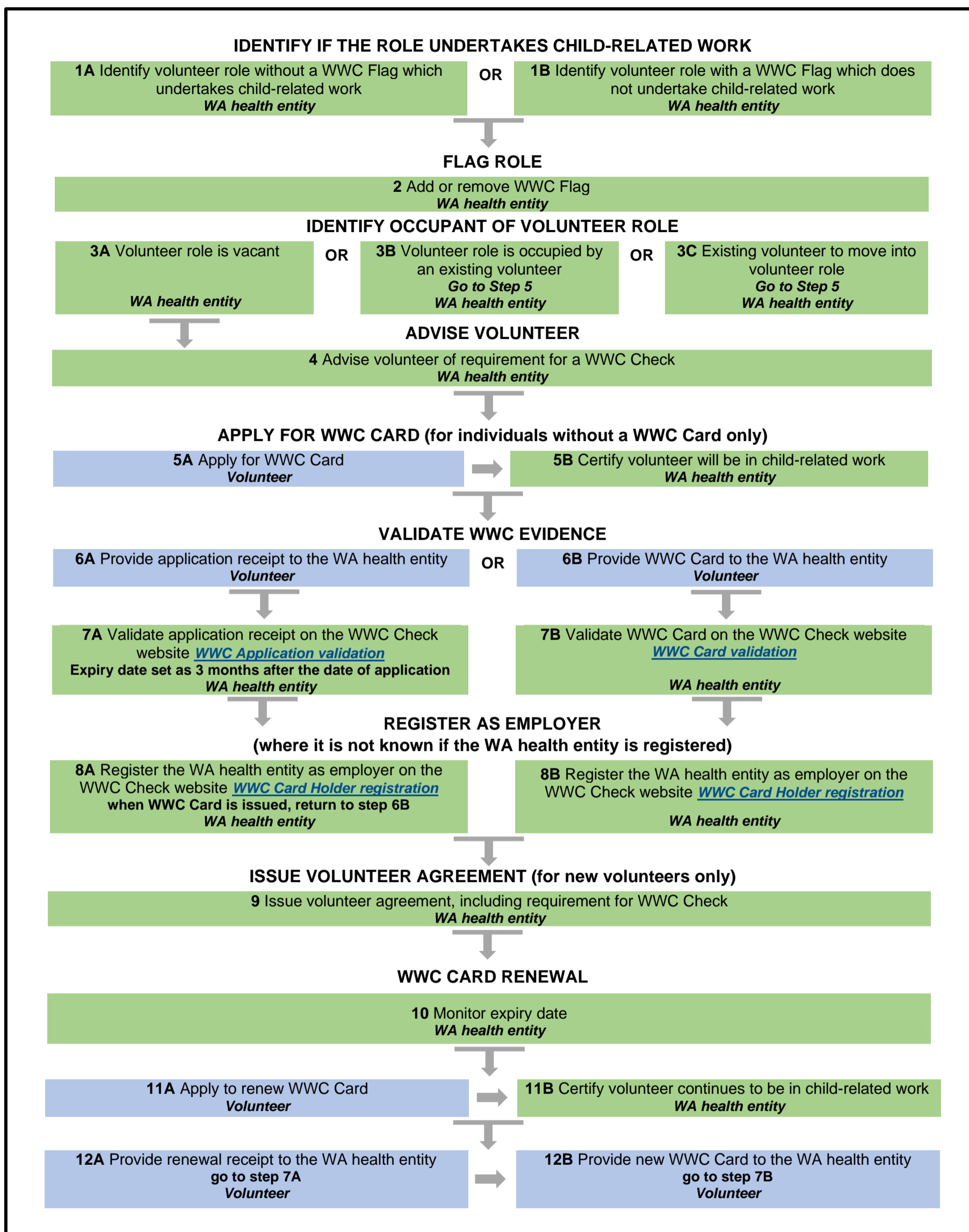
2.3 Online registration

In addition to the WWC Check application form process there is an online registration process available for employers. When using the online WWC Card holder registration service, the central contact details are entered under the 'employer / volunteer organisation / education provider details'.

2.4 Record keeping

WA health entities are responsible for maintaining complete and accurate records for all steps of the WWC Check process. The policy details the minimum WWC Check records WA health entities must maintain.

3. Working with Children Check Flow Chart: Volunteers



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

Volunteer

Notify the employer (WA health entity)

Volunteer

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

WA health entity

OR

Receive notification of:

- Relevant change to volunteer'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 volunteer to continue to undertake child-related work

WA health entity

Immediately remove the volunteer from child-related work

WA health entity

Immediately remove the volunteer from child-related work and notify the WWC Screening Unit

WA health entity

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

WA health entity

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