

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.

About the WWC Check

The WWC Check is a compulsory national criminal record check for certain people who are in child-related work in Western Australia and the Christmas and Cocos (Keeling) Islands. People who are 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 and Indian Ocean Territories 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 WWC Check considers criminal records to see if people have charges or convictions that indicate they may harm a child. 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, National Police Checks, 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 or guidance please visit the WWC Check website www.checkwwc.wa.gov.au or contact the WWC Screening Unit on 1800 883 979.

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. Do you have a process to identify who is in 'child-related work' and requires a WWC Check?

For more information about how to identify who is 'child-related work' please visit www.checkwwc.wa.gov.au

2. Do you know how many workers (employees, volunteers and students on unpaid placement) are employed or engaged in 'child-related work' by your organisation?

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

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).

WWC Check Cards

Yes No Unsure

4. Do all of your workers (employees, volunteers and students on unpaid placement), 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 WWC Cards?

Organisations can advise the WWC Screening Unit of workers who have WWC Cards through other employment by visiting the 'Update Details' page on the website www.checkwwc.wa.gov.au

Negative Notices

Yes No Unsure

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

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

WWC Check Policies and Procedures/Processes

Yes No Unsure

7. 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.

8. Does your organisation have a process/procedure to identify workers (employees, volunteers and students on unpaid placement) who carry out child-related work?

9. Does your organisation have a process/procedure to ensure that workers (employees, volunteers and students on unpaid placement) who are in child-related work have a current WWC Check or have applied for one prior to commencing their child-related work?

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

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

11. Does your organisation have a process/procedure to ensure workers re-apply for a WWC Check before their Cards expire?

WWC Cards expire every three years. It is important for your organisation to have a process to ensure workers have re-applied for a WWC Check before their current Card expires. It is recommended workers re-apply between one to three months before their Cards expire.

12. 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 in child-related work?

If you are aware of any serious offences that an individual in child-related work has you can contact the WWC Screening Unit. For more information about the offences considered please read Factsheet 4: Class 1 and Class 2 Offences available at checkwwc.wa.gov.au

13. 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 Act or application process. For example by staff attending WWC Check training and checking the WWC Check website.

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

Record Keeping

Yes No Unsure

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

It is important that organisations keep records to demonstrate compliance with the Act. For an example see our WWC Check Record Keeping Spread Sheet on our website www.checkwwc.wa.gov.au

Safeguarding Strategies

Yes No Unsure

16. The WWC Check is an important strategy to protect children. Does your organisation have other child-safeguarding strategies in place?

To identify other strategies to make children safer and for more information about other safeguards please read Child Safe and Friendly Organisations Factsheet www.checkwwc.wa.gov.au

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