



APPLICATION NUMBER:

ATTACH RECEIPT HERE

Your application receipt is proof that you have a pending application and in most cases this allows you to start or continue child-related work. However people with certain offences, an Interim Negative Notice, or Negative Notice may not do so. Please refer to the WWC Check website for further details.

CONTACT US

Website: www.workingwithchildren.wa.gov.au **Call Centre:** (08) 6217 8100 or 1800 883 979 (country callers) **Email:** checkquery@cpfs.wa.gov.au

Application for a Working with Children Check

Information in this guide

The information in this guide is designed to assist you to apply for a Working with Children (WWC) Check under *the Working with Children (Criminal Record Checking) Act 2004* and *the Working with Children (Criminal Record Checking) Regulations 2005* (referred to together as “the WWC Act”) and to inform you of what occurs when you do. It is important to read the information in this guide before you sign the application form so that you fully understand what you are consenting to and what the WWC Check involves.

There are penalties for individuals and their employers, volunteer organisations and education providers if they do not comply with the WWC Act. The WWC Check is designed to work with other child safeguarding strategies that organisations should have in place.

For more detailed information about the WWC Check and tips to complete the application form please visit the WWC Check website.

The WWC Check

The WWC Check is compulsory in Western Australia and the Christmas and Cocos (Keeling) Islands for persons who engage in certain paid or unpaid work with children, described as “child-related work” under the WWC Act. The WWC Act creates offences and penalties that apply to persons who engage in child-related work without applying for a WWC Check, and to those who employ or procure employment for them.

WWC Checks are carried out by the WWC Screening Unit.

The WWC Check includes a National Criminal Record Check. It differs from a National Police

Check because it involves the ongoing collection and assessment of information that is relevant to the question of whether a child may be exposed to a risk of harm should that person engage in child-related work.

If a person’s application for a WWC Check is successful they will be issued with a WWC Card and they may engage in paid and unpaid child-related work. Checking remains ongoing while a person has a current WWC Card. A person’s eligibility to continue holding a WWC Card may be re-assessed if new information relevant to the safety of children is received, for example, a new charge or conviction for a relevant offence.

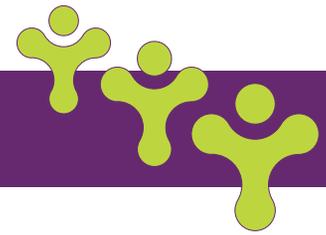
If a person’s application for a WWC Check is unsuccessful a Negative Notice will be issued, which prohibits them from engaging in child-related work.

In most cases (but not all) the law allows people to commence or continue child-related work while their application is being assessed. A person’s receipt may be shown to prove that they have a pending application. However in certain circumstances an Interim Negative Notice may be issued, prohibiting a person from engaging in child-related work while their application is being assessed (or re-assessed).

Do I need to complete this application form?

The WWC Check does not apply to everyone. You must apply for a WWC Check only if you are in child-related work in Western Australia and the Christmas and Cocos (Keeling) Islands. Submit your application:

- ▶ when you are about to start child-related work; or
- ▶ before your WWC Card expires if you intend to continue in child-related work.



The WWC Screening Unit and the Department for Child Protection and Family Support accepts no responsibility or liability for any loss or damage you may incur as a result of reliance on the information within this guide. This guide is provided to assist you to access general information about applying for a WWC Check and to understand what occurs when

you do apply. It is not designed for the purpose of specific legal or other advice of any kind. If you need any information for a specific or legal matter, you should obtain appropriate professional/legal advice that takes into account your particular set of circumstances.

Section 1: What is child-related work?

'Child-related work' has a specific definition which is found in section 6 of the WWC Act. Answering the questions below will assist you to determine if you are in child-related work:

1. Do you carry out a business, paid, unpaid or volunteer work, or work as a student on placement in connection with one or more of the **categories** listed on page 3? If you are unsure which category of work applies, please contact your employer, volunteer organisation or education provider before completing the application form.

2. Do the **usual duties** of the work involve, or are they likely to involve, **contact** with a child (where that child is not a fellow employee or employed by you)? Contact includes physical contact, oral communication (e.g. telephone) and electronic communication (e.g. email, SMS, social media or the internet).

Special provisions apply to Managerial Officers in connection with Category 1 – a child care service, who are deemed to be in child-related work whether or not they have contact with a child.

If you answered YES to the above questions then please consider Question 3, below. If you answered NO to the above questions you are not in child-related work.

3. Does an **exemption** apply to you? If you are involved in child-related work in more than one category you will require a WWC Check if an exemption applies to one category but not the other.

See below and *Factsheet 5: Child-Related Work and Exemptions* on the WWC Check website.

If you answered YES to question 3 you are not in child-related work. If you answered NO, then you are in child-related work and must apply for a WWC Check.

Does an exemption apply?

Certain people do not require a WWC Check because they fit within the description of an exemption that applies to the specific category or categories of child-related work they do. If all your work is covered by an exemption then you are NOT in child-related work and are ineligible to apply for a WWC Check. Some general exemptions are:

- ▶ parents volunteering in certain activities where their child is also involved (unless attending an overnight camp); or
- ▶ work carried out on a voluntary basis by a child; or
- ▶ work carried out on an unpaid basis by a student under 18 years of age as part of their educational or vocational course of study with an education provider.

There are some general exemptions which apply across all categories while others are specific to a particular category. Remember to consider all the work you do before deciding whether a WWC Check is/ or is not required for your situation. More information about exemptions is available on the WWC Check website.

Category number	Category of child-related work
01	A child care service (means a child care service as defined in the <i>Child Care Services Act 2007</i> s4 or an education and care service as defined in the <i>Education and Care Services National Law (Western Australia)</i> s5(1)).
02	A community kindergarten registered under the <i>School Education Act 1999</i> Part 5.
03	An educational institution for children. Includes any school as defined in the <i>School Education Act 1999</i> but does not include universities recognised or established under a written law or educational institutions prescribed by the WWC regulations.
04	A coaching or private tuition service of any kind but not including an informal arrangement entered into for private or domestic purposes.
05	An arrangement for the accommodation or care of children, whether in a residential facility or private residence but not including an informal arrangement made by a parent of the child concerned or accommodation or care provided by a relative of the child.
06	A placement arrangement or secure care arrangement under the <i>Children and Community Services Act 2004</i> .
07	The performance by an officer as defined in the <i>Children and Community Services Act 2004</i> , section 3 of a function given to the officer under the Act. Officer means a person employed or engaged by the Department for Child Protection and Family Support, whether as a public service officer under the <i>Public Sector Management Act 1994</i> , under a contract for services, or otherwise.
08	A detention centre, as defined in the <i>Young Offenders Act 1994</i> , section 3.
09	A community child health service.
10	A counselling or other support service.
11	A religious organisation.
12	A club, association or movement (including of a cultural, recreational or sporting nature and whether incorporated or not) with a significant membership or involvement of children but not including an informal arrangement entered into for private or domestic purposes.
13	A ward of a public or private hospital in which children are ordinarily patients.
14	A baby sitting or child minding service but not including an informal arrangement entered into for private or domestic purposes.
15	An overnight camp, regardless of the type of accommodation or how many children are involved.
16	A transport service specifically for children.
17	A school crossing service, being a service provided to assist children to cross roads on their way to or from school.
18	A children's entertainment or party service.
The categories below are NOT for general use	
19	Any other work of a kind prescribed by the regulations. Do not use unless you have checked the WWC Check website or contacted the WWC Screening Unit to see if your type of work has been added.
20	Work that is the exercise or performance by a person of a power or duty delegated to the person by the CEO under section 45 of the <i>Working with Children (Criminal Record Checking) Act 2004</i> . (WWC SCREENING UNIT USE ONLY)

Section 2: What am I agreeing to when I apply for a WWC Check?

Ongoing consent

When you complete and sign an application form you provide ongoing consent to the collection, use and disclosure of information about you (including criminal records) that is relevant to whether you should be issued with a WWC Card.

By providing **ongoing consent** you are agreeing to:

1. initial checking from the date you sign an application form to the date your application is finalised; and
2. checking on an ongoing basis.

Ongoing consent means that you agree that as long as you hold a current WWC Card, the WWC Screening Unit is able to obtain and use further relevant information about you including any changes in your criminal record information. New information received during that time may result in your eligibility to hold a WWC Card being re-assessed. You will be advised if this occurs.

Information collected

The information obtained as part of a WWC Check includes, but is not limited to:

- ▶ criminal history information from various sources, including a National Police History Check which discloses information held by police services across Australia, including where a court has:
 - ▷ made a formal finding of guilt in relation to an offence;
 - ▷ convicted you of an offence;
 - ▷ accepted a plea of guilty from you; or
 - ▷ acquitted you of an offence because of unsoundness of mind.
- ▶ criminal record check information from any jurisdiction about:
 - ▷ any convictions you have;
 - ▷ any spent convictions you have;
 - ▷ charges and convictions when you were a child (under 18 years);
 - ▷ where you were charged with an offence but not convicted;
 - ▷ any pending charges (charges that have not yet been finalised); and
 - ▷ the circumstances surrounding any of these charges and convictions.

Information obtained by the WWC Screening Unit about you is treated as confidential and is used **only** as required or permitted by law including:

- ▶ information provided to authorised persons, criminal records agencies and other appropriate persons and bodies for the purpose of obtaining records and details for the checking process. This includes providing the information in this form to the Commonwealth CrimTrac Agency so that the agency may disclose that information to Australian Police Agencies in order to obtain police history information relating to you, and return that information to the WWC Screening Unit in accordance with any laws applying to that information;
- ▶ information given to persons or bodies in other jurisdictions that perform similar functions to WWC Checks;
- ▶ if you are an employee, a volunteer or a student on placement, your employer, volunteer organisation or education provider (if known to the WWC Screening Unit) must be advised when you are issued with either a WWC Card, Interim Negative Notice or Negative Notice or if you withdraw your application. The details of your criminal record will not be provided; and
- ▶ if it is required by law or in the public interest to do so, certain public authorities may be advised of your application and the decision made. Please refer to the WWC Check website for a current list as this may change through regulation.

WWC Check Privacy Policy

The WWC Screening Unit is committed to ensuring the privacy of your personal information complies with all relevant State and Commonwealth legislation.

Information outlining the WWC Check Privacy Policy and who to contact should you have a complaint is available at:

www.workingwithchildren.wa.gov.au/privacypolicy

Section 2: What am I agreeing to when I apply for a WWC Check?



How to withdraw from ongoing checking

If you have a current WWC Card and want to withdraw your consent for ongoing checking, you may only do this by:

- ▶ stopping any paid or unpaid child-related work, and
- ▶ contacting the WWC Screening Unit and providing the information that is required in writing to have your WWC Card cancelled.

If you do not have a current WWC Card but have a pending application and you have not been issued with an Interim Negative Notice, you may withdraw your application as long as you do not engage in any child-related work and provide a written request to withdraw.

To apply to withdraw please mark your correspondence to the attention of “Manager Screening and Assessment, WWC Screening Unit” and either:

- ▶ send your request by post to PO Box 1262, West Perth, WA 6872; OR
- ▶ email your request to checkquery@cpfs.wa.gov.au

Your declaration

When you complete and sign the *Application for a WWC Check* form you are declaring that:

- ▶ you are the applicant named in the application form, you have fully completed the application form and the personal information provided in it relates to you;
- ▶ all information you have provided is **true and correct** and that you have not left out any names (including prior to marriage) that you have previously used;
- ▶ you are in or propose to be in child-related work, that no exemption applies to you, and that you have provided correct details about that child-related work;
- ▶ you understand that it is an offence to give information for the purposes of the WWC Act that you know to be false or misleading in a material particular;
- ▶ you have read the contents of the application form and the information in this guide and obtained further details from the WWC Screening Unit if uncertain;

▶ you understand that:

- ▶ the WWC Screening Unit collects information about you for the purpose of assessing your application under the WWC Act and you consent to any relevant information held about you by any person or agency being disclosed to the WWC Screening Unit to be used for that purpose;
 - ▶ the WWC Screening Unit may disclose information provided by you when necessary to obtain any information that is relevant to your application for a WWC Check from authorised persons, criminal records agencies and other appropriate persons and bodies and that your consent permits those authorised persons, criminal records agencies and other appropriate persons and bodies to disclose relevant information either directly to the WWC Screening Unit or through the CrimTrac Agency where appropriate;
 - ▶ authorised persons and criminal records agencies include Australian Police Agencies, the Commonwealth CrimTrac Agency, courts, prosecuting authorities and other government agencies both in Western Australia and other jurisdictions; and
 - ▶ the information obtained includes, but is not limited to, details of convictions and pending or non-conviction charges or circumstances relating to offences committed or allegedly committed by you, including spent convictions, regardless of when and where the offence or alleged offence occurred.
- ▶ the consent that you provide for the disclosure and use of information about you for the purposes of the WWC Act is **ongoing consent**;
 - ▶ you acknowledge that your personal information may also be disclosed to Australian Police Agencies for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences where that is required or allowed by law.

Section 3: How do I apply for a WWC Check?

To apply for a WWC Check:

1. Accurately complete the *Application for a WWC Check* form.
2. Read and sign the Applicant Declaration which provides your ongoing consent.
3. If you are an employee, volunteer, or student on placement ensure that your organisation's designated agency representative completes the relevant parts of the form and signs the Employer/ Agency declaration.
4. Lodge your *Application for a WWC Check* form in person at an authorised Australia Post outlet together with:
 - ▶ the correct combination of documents to meet the 100 Point Proof of Identity Check, and
 - ▶ the required fee (as listed on the WWC Check website). Preferred payment is by EFTPOS, MasterCard, Visa or cash. **Cheques are not accepted.**

Australia Post will not accept the form without sufficient proof of identity documents. A photograph will be taken when you lodge the form (this is included in the fee) and will appear on any WWC Card issued to you.

For details of authorised Australia Post outlets visit the WWC Check website or call Australia Post on 13 13 18.

Unable to meet the 100 Point Proof of Identity Check requirements or attend an authorised Australia Post outlet

If you are unable to meet the identification requirements, or attend an authorised Australia Post outlet, either due to your circumstances or special needs, please refer to the WWC Check website, or contact the WWC Screening Unit for assistance.

Your application receipt

- ▶ Your application receipt is proof that you have a pending application and in most cases this allows you to start or continue child-related work. However people with certain offences, an Interim Negative Notice, or Negative Notice may not do so. Please refer to the WWC Check website for further details.
- ▶ Retain your original receipt, as you may be required to provide it to your employer, volunteer organisation or education provider to show that you have applied.
- ▶ Your receipt is valid for as long as it takes for you to receive the outcome of your WWC Check.

Re-applying for a renewed WWC Check:

If you are continuing to engage in child-related work, you must re-apply before your WWC Card expires. It is an offence to be in child-related work without a WWC Card or a pending application for one.

You may re-apply for a renewed WWC Check up to three months before your current WWC Card expires. If the WWC Screening Unit has your correct contact details, you will receive a reminder that your current WWC Card is due to expire.

Section 4: What identification documents do I need to lodge my application form?

You must present certain documents to prove your identity when lodging your WWC Check application. It is critical that your true identity be established so that the correct criminal record information is obtained. Your application will not be accepted without the necessary documentation.

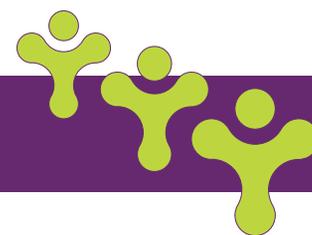
If you are re-applying for a WWC Check prior to the expiry of your current WWC Card, the reminder

sent to you will provide details of the identification documents you need to lodge with your new application.

What proof of identity documents do I need?

All documents must be **original** and **current** (except for an expired passport that has not been cancelled and was current within the preceding two years). You will need documents that provide:

Section 4: What identification documents do I need to lodge my application form?



- ▶ **100 points of identification** - you must provide a combination of identity documents to meet the 100 Point Proof of Identity Check. Combinations of acceptable documents are set out as follows.
- ▶ **Date of birth** – you must produce a document that confirms your date of birth. This can be in one of your identity documents or any other document.
- ▶ **Proof of current address** – You must produce a document that confirms your current address. This can be one of your identity documents or any other document.
- ▶ **Photographic identification** - Photographic proof of identity must be shown when lodging your *Application for a WWC Check* form. If you are unable to produce an identity document which contains your photograph you must provide a recent photograph of yourself that has been signed on the back by an authorised witness as follows: “This is a true image of [insert name]”. The words should be followed by the signature, name and position/role of the authorised witness, and the date the photograph was signed by them. A list of authorised witnesses can be found on the WWC Check website.
- ▶ **Proof of name change (if applicable)** – You must produce a document that supports your change in name such as an original full marriage certificate or extract, a certificate of marriage (commonly issued by the church or celebrant performing the marriage), a certificate of registration of a legal name change, or a Decree Nisi as indicating a return to a maiden name UNLESS you:
 1. provide 100 point proof of identity documents which are all in your current name; and
 2. one of those documents is either an Australian passport or an Australian driver’s licence.

100 Point Proof of Identity Check document combinations

The following combinations make up the required 100 Point Proof of Identity Check:

- ▶ one A document **PLUS** one B document; or
- ▶ one B document **PLUS** three C documents; or
- ▶ one A document **PLUS** two C documents; or
- ▶ for persons under 18 years of age only, one A document **OR** one D document.

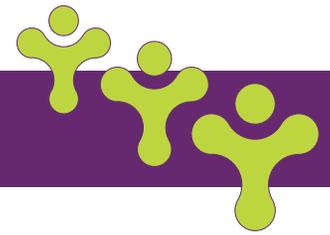
Category ‘A’ documents Point value | 70

- Current passport**
- Australian birth certificate**
this must be a full birth certificate as issued by the Registrar of Births, Deaths and Marriages (extracts are not acceptable nor are birth certificates from other countries)
- Birth card**
issued by the New South Wales Registry of Births, Deaths and Marriages
- An expired passport**
which has not been cancelled and was current within the preceding two years
- Australian citizenship certificate**

Category ‘B’ documents Point value | 40

Australian documents only

- A licence or permit**
issued under a law of the Commonwealth, a State or Territory. This includes:
 - an Australian driver’s licence;
 - an Australian firearms licence; or
 - any other similar licence.
- A tertiary student identification card**
issued by an Australian tertiary education institution containing a copy of the seal or stamp of the institution. The card must have the student’s signature and/or photograph
- Department of Veterans Affairs (DVA) card**
- Centrelink card (with reference number)**
- Government employee ID**
- A current WWC Card issued in Western Australia**



Section 4: What identification documents do I need to lodge my application form?

Category 'C' documents	Point value 25
<u>Australian documents only</u>	
<input type="checkbox"/>	Medicare card
<input type="checkbox"/>	Credit card or account card for a financial institution operating in and subject to the laws of Australia
<input type="checkbox"/>	Bank statement issued by an Australian bank, or an international bank operating in and subject to the laws of Australia
<input type="checkbox"/>	Motor vehicle registration or insurance papers
<input type="checkbox"/>	Property rates notice
<input type="checkbox"/>	Property lease agreement
<input type="checkbox"/>	Home insurance papers
<input type="checkbox"/>	Utilities notice
<input type="checkbox"/>	Records of an Australian primary, secondary or tertiary education institution attended by the signatory in the last 10 years

Category 'C' documents	Point value 25
<u>Australian documents only</u>	
<input type="checkbox"/>	Records from a current employer or previous employer within the last two years
<input type="checkbox"/>	Records of an Australian professional or trade association of which the signatory is a member
<input type="checkbox"/>	Proof of age card issued by the Department of Transport WA
<input type="checkbox"/>	A mortgage

Category 'D' documents	Point value 100
<u>Under 18 only</u>	
<input type="checkbox"/>	A letter from an educational institution that the child attends verifying the identity of the child signed by the Principal or Administrator of that institution on its letterhead
<input type="checkbox"/>	A student identification card containing a copy of the seal or stamp of the institution

Section 5: Instructions for completing your application form

It is important that when completing your application you:

- Print clearly using **CAPITAL LETTERS** and **BLACK INK**.
- Leave boxes that you do not need to complete blank.
- Leave spaces between words.
- Use crosses not ticks.
- Stay within the boxes.

Visit the WWC Check website for tips to complete an *Application for a WWC Check* form.

CONTACT US

Website: www.workingwithchildren.wa.gov.au **Call Centre:** (08) 6217 8100 or 1800 883 979 (country callers) **Email:** checkquery@cpfs.wa.gov.au

Part 3: Current address of applicant

Residential address (must be an Australian address)

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

Suburb/town/locality*

State*

Postcode*

Postal address (must be an Australian address)

Same address as above

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

Suburb/town/locality*

State*

Postcode*

Part 4: Previous residential address/es

Same as current residential address

Where you have lived elsewhere in the last five years, you must provide details of up to **three** previous residential addresses. If you do not know the full details of previous addresses or exact dates, record the suburb/s, state/s and the year you resided there. **Please start with the most recent.**

1. Previous residential address

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

Suburb/town/locality*

State*

Postcode*

Period of residence from

To

2. Previous residential address

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

Suburb/town/locality*

State*

Postcode*

Period of residence from

To

3. Previous residential address

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

Suburb/town/locality*

State*

Postcode*

Period of residence from

To

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

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*

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.

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

Date signed*

Please sign within the box and use black ink

Part 8: Applicant declaration

I declare that: all information given in this form and identification documents provided are true and correct; I have not omitted any names I use or have used in the past; I am in or propose to be in child-related work; I have read the contents of this form and the information attached; I provide my ongoing consent as explained in the information attached for ANY relevant information held about me by any person or agency to be disclosed for the purposes of the *Working with Children (Criminal Record Checking) Act 2004*; and this declaration is true and 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.

Signature of applicant

Please sign within the box and use black ink

**Your photograph will be taken by Australia Post at time of application
Secure photo face up***

Date signed*

Part 9: Australia Post use only

I declare the Photo ID sighted is a true likeness of the applicant. I have sighted and confirmed the Proof of Identity against original documentation.

Verifier's signature*

Work centre code*

Date*

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SAMPLE