



# Resource COM01 Working with Children Check Organisation check

The 'Organisation Check' has been designed to assist your **organisation** assess its compliance with the *Working with Children (Screening) Act 2004* (the Act) and identify any areas requiring improvement.

The 'Organisation Check' identifies a range of requirements in relation to your Working with Children (WWC) Check policies, procedures and record keeping systems. Other strategies for embedding WWC Checks within your organisation can be found in the [WWC Check Compliance Toolkit](#). Once completed, we recommend keeping the 'Organisation Check' with your other WWC Check records and reviewing regularly.

Organisation	
Person completing compliance check	
Role	
Date completed	

## What is required?

1. Do you have employees/ <b>volunteers/students</b> in child-related work?	Yes	
	No	
	Unsure	
<ul style="list-style-type: none"> <li>• "Work" is <a href="#">child-related work</a> if the <b>usual duties</b> of the work involve, or are likely to involve, <b>contact</b> with a <b>child</b> in connection with at least one of the <b>categories</b> of child-related work, unless an <a href="#">exemption</a> applies.</li> <li>• "Contact" includes: <ul style="list-style-type: none"> <li>○ any form of physical contact</li> <li>○ any form of oral communication, whether face to face, by telephone or otherwise</li> <li>○ any form of electronic communication.</li> </ul> </li> <li>• If a person is in child-related work and no exemption applies, a WWC Check is required.</li> <li>• Visit the <a href="#">WWC website</a> for more information.</li> </ul>		

2. Does everyone who is required to have a WWC Check, have a valid WWC Card, or have they applied for one?	Yes	
	No	
	Unsure	
<ul style="list-style-type: none"> <li>You can check the validity of a card or status of an application on the <a href="#">WWC website</a>.</li> <li>It is an offence for your organisation to allow someone to be in child-related work without a WWC Card, unless an exemption applies: <ul style="list-style-type: none"> <li>Section 22 of the Act: Employers not to employ certain people in child related employment.</li> <li>Penalty: A fine of \$12,000 and imprisonment for 12 months.</li> </ul> </li> </ul>		

3. Do you know what to do if you receive a <b>Negative Notice</b> or an <b>Interim Negative Notice</b> for one of your employees/volunteers/students?	Yes	
	No	
	Unsure	
<ul style="list-style-type: none"> <li>Remove the person from child-related work immediately.</li> <li>It is an offence for your organisation to allow someone to be in child-related work when issued a Negative Notice or an Interim Negative Notice: <ul style="list-style-type: none"> <li>Section 22 of the Act: Employers not to employ certain people in child related employment.</li> <li>Section 22(3) of the Act: An employer must not employ a person in child-related employment if the employer is aware that a Negative Notice or Interim Negative Notice has been issued to the person and is current.</li> <li>Penalty: A fine of \$60,000 and imprisonment for 5 years.</li> </ul> </li> </ul>		

## How does my organisation meet the requirements?

4. Does your organisation have a nominated person(s) responsible for checking and signing WWC applications as the organisation representative?	Yes	
	No	
	Unsure	
<ul style="list-style-type: none"> <li>Determine which position(s) within the organisation are authorised to be a representative, usually those in a position of responsibility.</li> <li>The position must: <ul style="list-style-type: none"> <li>have the authority to declare on behalf of the organisation that the applicant is in child related work</li> <li>be authorised to receive correspondence related to an employee/volunteer/student (including Negative Notices)</li> <li>have sound knowledge and understanding of what action must be taken on behalf of the organisation.</li> </ul> </li> <li>Visit the <a href="#">WWC Screening Unit Eventbrite page</a> for information on workshops for organisation representatives.</li> </ul>		

5. Does your organisation advise the WWC Screening Unit of new employees/volunteers/students who already have valid WWC Cards?	Yes	
	No	
	Unsure	
<ul style="list-style-type: none"> <li>Organisations can notify the WWC Screening Unit of employees/volunteers/students who already have valid Cards by completing the <a href="#">Register card holders form</a>.</li> <li>The validity of cards can be checked using the <a href="#">Check WWC Card Validity</a> function.</li> </ul>		

6. Does your organisation have a system in place to record and monitor compliance with the WWC legislation?	Yes	
	No	
	Unsure	
<ul style="list-style-type: none"> <li>It is strongly recommended that organisations keep records to maintain their compliance with the Act.</li> <li>This could include entering WWC Check receipt and WWC Card information in a database, spreadsheet or human resource system and checking <a href="#">WWC Card Validity</a>.</li> <li>All governance decisions about WWC Checks in the organisation should be recorded.</li> </ul>		

7. Does your organisation have policies which include or relate to WWC Checks?	Yes	
	No	
	Unsure	
<ul style="list-style-type: none"> <li>Organisations may have a child protection policy, which includes information about WWC Checks or a standalone policy.</li> <li>A template WWC Check policy can be found in the <a href="#">WWC Check Compliance Toolkit</a>.</li> </ul>		

8. Does your organisation have a procedure to identify employees/volunteers/students who engage in child-related work?	Yes	
	No	
	Unsure	
<ul style="list-style-type: none"> <li>“Work” is child-related work if the usual duties of the work involve, or are likely to involve, contact with a child in connection with at least one of the categories of child-related work, unless an exemption applies.</li> <li>A template WWC procedure can be found in the <a href="#">WWC Check Compliance Toolkit</a>.</li> </ul>		

9. Does your organisation have a procedure to ensure that employees/volunteers/students who engage in child-related work have a current WWC Check or have applied for one prior to commencing their child-related work?	Yes	
	No	
	Unsure	
<ul style="list-style-type: none"> <li>Employees/volunteers/students must apply for a WWC Check or hold a current WWC Card if they are about to start, or are engaged, in child-related work, unless an exemption applies.</li> <li>An application receipt is proof that the person has a pending application, and, in most cases, this allows them to start or continue in child-related work.</li> <li>A template WWC procedure can be found in the <a href="#">WWC Check Compliance Toolkit</a>.</li> </ul>		

10. Does your organisation have a procedure to ensure that workers renew their WWC Cards before they expire?	Yes	
	No	
	Unsure	
<ul style="list-style-type: none"> <li>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.</li> <li>It is recommended workers renew at least one month before their WWC Card expires, and no earlier than three months.</li> <li>A template WWC procedure can be found in the <a href="#">WWC Check Compliance Toolkit</a>.</li> </ul>		

11. Does your organisation have a procedure to deal with an Interim Negative Notice or Negative Notice received from the WWC Screening Unit?	Yes	
	No	
	Unsure	
<ul style="list-style-type: none"> <li>All correspondence relating to an applicant/card holder will be sent to the Organisation Representative or <a href="#">Central Notification Point</a> identified on the WWC Application Form/renewal.</li> <li>Organisations can use the <a href="#">Card Holder Registration</a> function to advise the WWC Screening Unit when you have new employees/volunteers/students who already have a WWC Card. Keeping this information up to date will help the Screening Unit contact you if the card holder is issued with an Interim Negative Notice or Negative Notice.</li> <li>A template WWC procedure can be found in the <a href="#">WWC Check Compliance Toolkit</a>.</li> </ul>		

12. Does your organisation have a procedure to ensure that workers who withdraw their WWC Check application or cancel their WWC Card do not engage in child-related work?	Yes	
	No	
	Unsure	
<ul style="list-style-type: none"> <li>• If an individual <a href="#">withdraws</a> their application after applying for a WWC Check or <a href="#">cancels</a> their WWC Card, they must not engage in child-related work.</li> <li>• It is important for your organisation to have a procedure to ensure workers who withdraw their application or cancel their WWC Card do not engage in child-related work.</li> <li>• A template WWC procedure can be found in the <a href="#">WWC Check Compliance Toolkit</a>.</li> </ul>		

13. Does your organisation have a procedure to identify and notify the WWC Screening Unit of offences that make it appropriate for a worker to continue to engage in child-related work?	Yes	
	No	
	Unsure	
<ul style="list-style-type: none"> <li>• If your organisation is aware of any serious offences that an individual engaging in child-related work has, contact the WWC Screening Unit.</li> <li>• For more information about the offences read <a href="#">Factsheet OFF01: Class 1 and Class 2 Offences</a>.</li> </ul>		

### What do I do now?

If you ticked 'no' or 'unsure' to any of the above questions, this may be an indicator of non-compliance and risk to your organisation. It is recommended you act to ensure compliance of your organisation. Should you require assistance, please contact the WWC Screening Unit.

Definitions of **bold** terms can be found in the Working with Children Check glossary at [www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au)