Working With Children Check

Advice to Applicants for Advertised Vacancies

From 1 January 2007, people commencing child-related employment in Western Australia are required to undergo a Working with Children (WWC) check.

The Working with Children check is required by law, under the *Working with Children (Criminal Record Checking) Act 2004* (the Act) and is part of WA Health's responsibility to develop child safe workplaces. The Act defines a child as a person who is under 18 years of age. Within WA Health, this means that most wards of most hospitals may have children as patients, not just those identified as children's wards.

You can apply for a WWC check if you are commencing employment in a child-related position. You will not be able to apply prior to receiving an offer of employment. Apply using approved form available from a designated Australia Post outlet.

A successful WWC Check will result in the applicant being issued an Assessment Notice that will be valid for three years. The Assessment Notice will be in the form of a Working with Children Card that will be sent in the post from the Approved Screening Agency.

If the check is unsuccessful a Negative Notice will be issued by post which means that the applicant cannot be employed in a child-related position.

If you already have a current Assessment Notice you will not need to reapply.

Once you have submitted your WWC application, save the receipt in a safe place. You may be required to show your receipt or clearance card to your new manager. You will be asked to include a copy of your WWC clearance receipt or card to HSS along with your appointment paperwork.

If you are employed with WA Health and there is a change in your criminal record, you are required under the Act to report this change to your employer in writing as soon as possible. Failure to do so may result in a penalty of a $60,000 fine and 5 years imprisonment.

Further information about the legislation and check is available at https://workingwithchildren.wa.gov.au