Working With Children Check

Important 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.

The application for a check must be made on the approved form via a designated Australia Post outlet. You can only apply for a WWC check if you are to commence employment in a child-related position. You will not be able to apply prior to receiving an offer of employment.

As part of the process of initiating your employment with WA Health, Health Support Services (HSS) will send you a WWC check application form, partially filled out with the employer's details, for you to complete and lodge with your identification (100 points) at an Australia Post outlet. This should be done prior to your commencement in your job at WA Health and must be done within your first five days of work. Failure to do so will result in your contract lapsing after the fifth day and your employment with WA Health ceasing, as WA Health is not able to employ you without the check.

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

Once you have submitted your WWC application at the Australia Post outlet and in order for WA Health to keep appropriate records of your compliance with the Act, please:

1. Photocopy/save the receipt and keep the original in a safe place for your own records as you may be required to show the original to your new manager. If you already have an Assessment Notice, photocopy/save the notice to send to HSS and show your card to your manager on the day you commence your new job.

2. Include your name, address, employee number (if known), position title and work location on the copy, and send to HSS along with your other New Hire paperwork. If you need to send the copy of the receipt or your Assessment Notice separate to your other documentation, please ensure the above identifying information is included and mail, fax or scan and email to HSS at:

   Health Support Services
   Human Resources
   PO Box 8545
   Perth Business Centre WA 6849
   Fax: (08) 6444 5499 Email: hss.wwc@health.wa.gov.au

3. On your first day at work, show the receipt or card to your line manager and tell them if you have already sent a copy to Health Support Services. If a copy has not yet been submitted your manager will need to take a copy and forward it to HSS.

Once you have applied for a WWC Check, you will receive advice from the Approved Screening Agency about the outcome of this check. The check will involve a national check of criminal records to determine whether the applicant has convictions or certain charges that indicate a child may be physically or sexually harmed.

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 person is barred from “child-related work”.

In some cases an Interim Negative Notice may be issued while the screening process is completed. It is not possible to work in a child-related position with an Interim Negative Notice.

Health Support Services will receive all WWC Check outcomes from the Screening Unit and will keep this information in a secure place. Health Support Services will advise your supervisor of the outcome of the check, that being it is Approved, or a Negative or Interim Negative Notice has been issued.

As part of WA Health’s commitment to a child safe workplace, the selection process will also consider your suitability for a child-related position. This may include questions to you during an interview about your suitability to deliver services to children and similar questions to your referees. All answers will be documented and any concerns raised by referees will be appropriately substantiated and treated as confidential.

If you are employed with WA Health and there is a “relevant change” in your criminal record, you are required under the Act to report this change to your employer in writing as soon as practicable. Failure to do so may result in a penalty of a $60,000 fine and 5 years imprisonment. Further information will be made available to you about this process if you commence employment with WA Health.

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