



Department of  
**Education**

# **Working with Children Checks in Department of Education Sites Policy**

Effective date: 19 July 2023

Version: 3.0

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## 1. Policy statement

The Department of Education (the Department) requires Working with Children (WWC) Checks for employees and non-employees undertaking child-related work to minimise the risk of harm to students attending public schools and Department sites and to fulfil its responsibilities under the Working with Children (Screening) Act 2004.

## 2. Policy rules

Employees undertaking child-related employment must:

- have an application in progress or hold a valid Western Australian WWC Check
- comply with the Working with Children Checks in Department of Education Sites Procedures.

Site managers must:

- confirm that all employees and non-employees in child-related work at their site have an application in progress or hold a valid WWC Check
- record all WWC Check details for all employees and non-employees in child-related work at their site in the WWC Recording System
- remove from the school site an employee or non-employee who has been issued with a Negative Notice or Interim Negative Notice under the Working with Children (Screening) Act 2004
- comply with the Working with Children Checks in Department of Education Sites Procedures.

### Guidance

The Working with Children (Screening) Act 2004 is administered by the Department of Communities WWC Screening Unit and aims to:

- deter people from applying to work with children where they have a relevant charge or conviction on their criminal record that indicates they may harm a child;
- detect new charges and convictions of those people who hold a current WWC Card and prevent them from continuing to engage in child-related work where their criminal record and behaviour indicates they

may harm a child

- protect children by creating awareness that child safety is a whole of community responsibility.

The WWC Check is different and additional to the Nationally Coordinated Criminal History Check (NCCHC) that all employees of the Department are required to undergo. In many cases, employees will require both checks. For more information visit the Department's [Screening website](#).

The [WWC Recording System](#) is accessible to staff who have been granted access via My Favourite Links on the Ikon home page (staff only). Further information about how to [Manage Working With Children Check compliance](#) can be accessed on Ikon. Access is automatically granted to principals, deputy or associate principals, manager corporate services, school officers, executive directors, directors, managers, and administrative assistants. Additional users can be added by the site manager using the 'Roles' tab within the WWC Recording System or Department of Education Account Manager (DAM).

### 3. Responsibility for implementation and compliance

Implementation of the policy is the responsibility of site managers.

Compliance monitoring is the responsibility of the Director, Standards and Integrity Directorate.

### 4. Scope

This policy applies to all Department employees employed in child-related employment and Department employees who manage individuals, including non-employees, engaged in child-related work.

### 5. Supporting procedures

[Working with Children Checks in Department of Education Sites Procedures](#)

## 6. Definitions

### Child-related work

Section 6 of the Working with Children (Screening) Act 2004 determines that work is child-related if the usual duties of the work involve, or are likely to involve, contact with a child in connection with a category of child-related work which are outlined in the Act.

### Non-employee

People who are not employees of the Department but attend Department worksites to engage in child-related work as a volunteer, visitor or external provider.

### Site manager

Officers, including principals, line managers and residential college managers who have executive responsibility for overall management and control of any Department of Education workplace.

## 7. Related documents

### Relevant legislation or authority

[Department of Commerce Circular to Departments and Authorities No.6 of 2008](#)

[Department of Commerce Pre-Employment Screening policy](#)

[Public Sector Management Act 1994 \(WA\)](#)

[School Education Act 1999 \(WA\)](#)

[State Records Act 2000](#)

[Teacher Registration Act 2012 \(WA\)](#)

[Vocational Education and Training Act 1996](#)

[Working with Children \(Screening\) Act 2004](#)

[Working with Children \(Screening\) Regulations 2005](#)

### **Related Department policies**

[Child Protection in Department of Education Sites](#)

[Community Use of Public School Facilities](#)

[Criminal History Screening for Department of Education Sites](#)

[Disputes and Complaints](#)

[Duty of Care for Public School Students](#)

[Excursions in Public Schools Procedures](#)

[Occupational Safety and Health](#)

[Private Tutors in Public Schools](#)

[Recruitment, Selection and Appointment](#)

[Short-Term Visits/Study Tours by Overseas Students in Public Schools](#)

[Staff Conduct and Discipline](#)

[Visitors and Intruders on Public School Premises](#)

## **Other documents**

[Swimming Pools at Schools – CEO instruction](#)

[WWC Volunteer Reimbursement form \(staff only\)](#)

## 8. Contact information

### Policy manager:

Director, Standards and Integrity Directorate

### Policy contact officer:

Senior Consultant, WWC Checks

Standards and Integrity Directorate

E: [wwcc.query@education.wa.edu.au](mailto:wwcc.query@education.wa.edu.au)

### Policy enquiries:

Standards and Integrity Directorate

Department of Education

151 Royal Street, East Perth, WA, 6004

E: [wwcc.query@education.wa.edu.au](mailto:wwcc.query@education.wa.edu.au)

W: [www.education.wa.edu.au](http://www.education.wa.edu.au)

### Legislation and application queries:

Working with Children Screening Unit

Department of Communities

PO Box 8553, Perth BC WA, 6849

T: 1800 883 979

E: [checkquery@communities.wa.gov.au](mailto:checkquery@communities.wa.gov.au)

W: [www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au)

## 9. History of changes



<b>Effective date</b>	25 August 2009
<b>Last update date</b>	30 August 2018
<b>Policy version no.</b>	1.1
<b>Notes</b>	Minor changes to include reference to Public Schools D18/0151652
<b>Effective date</b>	18 February 2020
<b>Last update date</b> <b>Policy version no.</b>	2.0
<b>Notes</b>	Major review undertaken and endorsed by the Director General on 6 November 2019 D19/0546474.
<b>Effective date</b>	18 February 2020
<b>Last update date</b>	27 February 2020
<b>Policy version no.</b>	2.1
<b>Notes</b>	Minor Change to update Related Documents. D20/0095704
<b>Effective date</b>	26 July 2021
<b>Last update date</b> <b>Policy version no.</b>	2.2
<b>Notes</b>	Major changes to clarify compliance processes in policy endorsed by Director General on 15 April 2021.
<b>Effective date</b>	26 July 2021
<b>Last update date</b>	10 June 2022
<b>Policy version no.</b>	2.3
<b>Notes</b>	Minor change to correct repetition in Policy Rules and updated contact information D22/0448032

<b>Effective date</b>	19 July 2023
<b>Last update date Policy version no.</b>	3.0
<b>Notes</b>	Major review and changes due to amendments to the Act as of 1/07/2023. Endorsed and signed by the DG 18 July 2023 D23/1065273

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## 10. More information

### Supporting content

#### Procedure

[Working with Children Checks in Department of Education Sites Procedures](#)

### Policy review date

19 July 2026

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