**Working with Children Check Organisation Obligations**

The Working with Children (WWC) Check is a compulsory screening strategy for people who engage in certain paid or unpaid work with children, described as ‘child-related work’ under the *Working with Children (Criminal Record Checking) Act 2004* (WWC Act). The WWC Screening Unit, Department of Communities administers the WWC Check in Western Australia (WA).

As a school with employees, volunteers or students who carry out ‘child-related work’ in WA and/or the Christmas and Cocos (Keeling) Islands, you have responsibilities to ensure that they obtain WWC Checks. It’s important to be aware of your obligations as non-compliance can result in a fine of up to $60,000 and possible imprisonment.

Additionally, as an employer, you must ensure that all your employees, volunteers and students who undertake child-related work, have either applied for a WWC Check or hold a current WWC Card and that they renew their Card every three years. You can confirm that a WWC Card is valid by using the online validation facility on the WWC Check website.

There are also certain situations where you must not allow an individual to engage in child-related work, such as if an individual has been issued with an Interim Negative Notice or Negative Notice, or the individual has withdrawn their application for a Check. An individual issued an Interim Negative Notice or Negative Notice is prohibited for engaging in any child-related work.

It’s recommended that you keep records to demonstrate that you comply with the WWC Act. You may be asked to supply this information to the WWC Screening Unit.

The WWC Act also allows you to contribute to child safety by notifying the WWC Screening Unit if you reasonably suspect that an employee, volunteer or student has been charged with or convicted of an offence which makes it inappropriate for them to carry out child-related work.

The WWC Screening Unit runs regular free training for employers to learn more about WWC Check responsibilities and child safety. More information about the WWC Check and upcoming events can be found on the WWC Check website: [www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au).