

WHAT IS THE WORKING WITH CHILDREN CHECK?

The Working with Children Check involves the ongoing collection and assessment of information that is relevant to the question of whether a child may be exposed to a risk of harm should that person engage in child-related work. The check is compulsory in Western Australia for persons who engage in certain paid or unpaid work with children. The paramount consideration when assessing any application for a WWC Check is the best interests of children.

HOLD A CURRENT WORKING WITH CHILDREN CARD

If you already have a current Working with Children Card, or an application in progress through another organisation, please provide your WWC Card or application number to us for verification.

YOUR OBLIGATIONS

You have responsibilities and obligations under the *Working with Children (Criminal Record Checking) Act 2004*. Details can be found at: <https://workingwithchildren.wa.gov.au/applicants-card-holders>. Some of your responsibilities include:

- Only engage in **child-related work** if you hold a current WWC Card or have re-applied for a WWC Card.
- You **must renew** your WWC Card **before it expires if you are continuing** to engage in child-related work.
- Do not engage in **child-related work** if you are convicted of a Class 1 offence committed when an adult.
- If you have a **relevant change in your criminal record**, notify the WWC Screening Unit and also advise your employer, **volunteer organisation** or education provider of your relevant change.
- You must return your WWC Card to the WWC Screening Unit after being convicted of a Class 1 offence, being issued with an Interim Negative Notice or Negative Notice, or your WWC Card is cancelled.

RENEWING YOUR WWC CARD

If your Working with Children Card is expiring, you need to renew your card to ensure you have an ongoing valid child protection check to continue your child-related work.

Update your information or register your online account [HERE](#).

You can renew your card online if you have:

- a valid WWC Card that is within three months of its expiry;
- had no changes in your personal information (name, date of birth or gender);
- previously applied by lodging an application form at an authorised Australia Post outlet;
- registered to use the online services offered by the WWC Screening Unit and shown as eligible
- the full and correct details for the authorised organisation representative to provide in your online renewal

If you are not eligible to renew your card online you must apply for a new WWC Check.

RENEW ONLINE at <https://www.workingwithchildren.wa.gov.au/online-services>

INCLUDE THE AUTHORISED ORGANISATION REPRESENTATIVE DETAILS:

Email Address:	vcu.manager@thesmithfamily.com.au	Full Name	Laura Ewen		
Job Title	Volunteer Coordination Unit Manager	Daytime Phone Number	02 9895 1217		
Street Address	Level 5, Suite 504 Westpoint Office Tower, 17 Patrick Street	BLACKTOWN	NSW	2148	

CHECK THE DETAILS: correctly supplying these details will ensure that we can promptly confirm your child related work and support you to follow up on progress of your WWC renewal.

APPLYING FOR A NEW CHECK

WWC Check application forms are NOT available online for download, this is because each WWC Check application form has a unique identifier.

You and your Smith Family contact must complete relevant sections of the application form before it is submitted to the Screening Unit.

1. GET AN APPLICATION FORM: The Smith Family can provide you with a WWC Card Application Form at your face to face appointment. Forms are also available from authorised Australia Post outlets, if you would like to pick one up before your appointment, locate your nearest outlet at: <https://auspost.com.au/locate/>.

2. COMPLETE YOUR DETAILS IN THE APPLICATION FORM.

Information about filling in the form is available [HERE](#).

Below is some additional guidance to help you complete the details about The Smith Family and your volunteer role in the relevant sections of the form. If you are unsure, your Smith Family contact can assist at your face to face appointment:

PART 5: Child Related Work Details

Category of child-related work: 12

Type of employment: Volunteer/unpaid student

Name of organisation where you engage in child-related work: The Smith Family

Applicant’s job title/role in child-related work:
The volunteer position you hold or have applied for (see the coversheet, position description or check with The Smith Family if you are unsure)

Organisation’s phone number: 1300 397 730

PART 6: Details of the organisation

Name of Volunteer Organisation Representative:

Position of Volunteer Organisation Representative:

Street address of organisation representative:

Please leave these blank, The Smith Family representative will fill this in at your face to face appointment

Postal Address of Volunteer Organisation (central location):

Position to whom your notice will be sent: VCU Manager

PO Box: GPO Box 10500

Suburb: Parramatta **State:** NSW **Postcode:** 2124

3. THE SMITH FAMILY TO COMPLETE ORGANISATION SECTION OF APPLICATION FORM. We will review the form with you and complete the organisation sections in Parts 6 and 7 during your face to face appointment with us.

4. Verification and lodgement

You will need to take your completed form and required ID to an **authorised Australia Post outlet** to lodge your application: <https://auspost.com.au/locate/>

Please email a copy of the Lodgement Receipt to your contact at The Smith Family so we can update the progress of your WWC Check in your file.

5. Assessment Notice issued

You and The Smith Family, nominated on your application form, will be notified if you are issued with a WWC Card, an Interim Negative Notice, a Negative Notice, or if you withdraw your application.