

Hello.

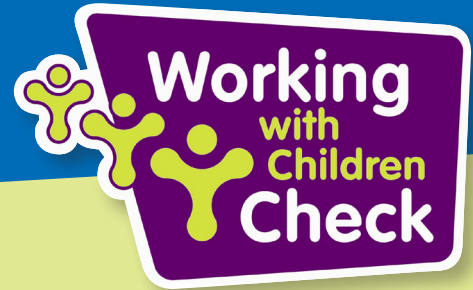
We are sure you are making every effort to comply with the Working with Children legislation and ensured that all your employees and volunteers in child-related work have applied for or have a Working with Children Card*!

We just wanted to remind you that as an 'employer' you also have ongoing obligations under the legislation. We summarised some important points you must follow on the back of this card for your convenience.

Please refer to the legislation for all the obligations and prohibitions that apply to employers and volunteer organisations. Just check it out on checkwwc.wa.gov.au.

We want to make sure you don't get in trouble with the law and get penalised.

Thank you for your time and helping to keep kids safe.



*For a definition of 'child-related work' and exemptions go to checkwwc.wa.gov.au

How well are you complying with the WWC Check?

Here are some of your responsibilities:

- I keep records showing that all employees and volunteers in child-related work have a Working with Children Card or have applied for one*.
- I check periodically that my employees' and volunteers' cards are current and have not been cancelled.
- I check the cards of new employees and volunteers if they already have a card upon starting work.
- I keep adequate records that demonstrate my compliance with the WWC legislation. If asked by the WWC Screening Unit I will be able to provide this information. (You can see a list of audit questions on the website.)
- I notify the Unit in writing, if any of my employees or volunteers tell me they have had a relevant change in their criminal record.
- I won't employ someone if I'm aware that they hold a current Negative or Interim Negative Notice.
- I have strategies in place to ensure my employees and volunteers renew their cards every three years.

The above list is a summary only. For further details on all your obligations that apply to you as an employer go to [checkwwc.wa.gov.au](https://www.checkwwc.wa.gov.au).

Not complying with your obligations can result in a fine of up to \$60,000 and 5 years imprisonment.

