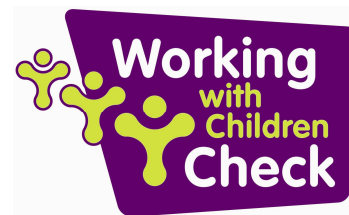


Factsheet 2: When to apply for a Working with Children Check



Department for Child Protection
Government of Western Australia



General Points about Working with Children Checks

Before making an application, you need to be sure that you are required to have a Working with Children Check.

- Only people carrying out “child-related work” should apply for a Check.
- “Child-related work” has a specific definition in the legislation and does **not** include all work where there is contact with children.
- You should look at page 6 of this Factsheet for a description of “child-related work”. This will help you decide whether you should be applying for a Check at all.
- Once you have done this, if you believe you are required to have a Check, you will need to use this document to determine **when** you should be applying.

Working with Children Checks started on 1 January 2006 and are being rolled out over 5 years. It is important that people do not apply for Checks before they are required to. Your application may not be processed if you apply earlier than the regulated phasing-in allows. Please check when you need to apply.

How do I work out when to apply?

To work out when you need to apply for a Check, you will need to:

- Carefully read the following pages, which tell you who should apply during each year.
- Take special note that different dates apply for people:
 - ➔ Who start a new child-related job **after 1 January 2006**
 - ➔ Who started a child-related job **before 1 January 2006**, and who are still in that job.
- Check each date that applies if you have **more than 1 child-related job**, and apply by the earliest date (eg you are a self-employed person who privately tutors children in piano, and you also have a job working at a child care centre).
- **If you are still unsure about when to apply, call the Working with Children Screening Unit on (08) 6217 8100, or 1800 883 979 (country callers) or visit the website at www.checkwwc.wa.gov.au.**

When to apply in 2006

Group	When to apply in 2006
If you start a new job after 1 January 2006 involving child-related work in any of the categories below:	
<ul style="list-style-type: none"> • Volunteers working with children aged 0 – 7 years 	<p>You must apply when starting child-related work</p> <p><i>This includes students over 18 years old doing unpaid placements in child-related work as part of their courses, such as student teachers doing early education placements.</i></p>
<ul style="list-style-type: none"> • Self-employed people working with children in connection with all categories of child-related work, except: <ul style="list-style-type: none"> ➤ Categories marked with * on pages 3 and 4 (These people require a check during 2007). 	<p>You must apply when starting child-related work.</p>
<ul style="list-style-type: none"> • Paid employees (not including public sector employees) in the following categories of child-related work: <ul style="list-style-type: none"> ➤ coaching or private tuition ➤ arrangements for the accommodation or care of children ➤ religious organisations ➤ clubs, associations or movements with a significant membership or involvement of children ➤ baby-sitting and child-minding services ➤ overnight camps ➤ children’s entertainment or party services ➤ school crossing services ➤ transport service specifically for children. 	<p>You must apply when starting child-related work.</p> <p><i>If you were already working in any of these categories of paid employment as at 1 January 2006, you will not be phased-in until 1 January 2009.</i></p> <p>CHANGES TO PHASING-IN FROM JANUARY 2008, FOR SOME EXISTING EMPLOYEES MAY AFFECT YOU.</p> <p>VISIT THE WEBSITE FOR DETAILS AND SEE FACTSHEET 2 INSERT.</p>
If you started child-related work before 1 January 2006 , in any of the categories below, and you are still in that job :	
<ul style="list-style-type: none"> • Volunteers working with children 0 - 7 years. • Self-employed persons (except for those outlined above). • Religious leaders or paid employees working for the religious purposes of a religious organisation. 	<p>You must apply between 1 January 2006 and 31 December 2006.</p>

When to apply in 2007

Group	When to apply in 2007
<p>If you start a new job after 1 January 2007 which involves child-related work in any of the categories below:</p>	
<ul style="list-style-type: none"> • Volunteers working with children aged 8 – 12 years. • Paid employees in the following categories of child-related work: <ul style="list-style-type: none"> ➤ a community kindergarten; ➤ an educational institution for children; ➤ a youth detention centre; ➤ a community child health service; ➤ a counselling or other support service; ➤ a ward of a public or private hospital in which children are ordinarily patients; ➤ performing functions as an officer under the <i>Children and Community Service Act 2004</i> (DCD officers). • Public sector employees <i>(State Government public sector only).</i> • * Placement arrangements under the <i>Children and Community Service Act 2004</i>, including foster and relative carers, direct care and support workers. • * F or T drivers licence endorsements (hire or reward), and who carry out child-related work in connection with a transport service specifically for children (eg school bus driver). • * Coaching or private tuition services provided for: <ul style="list-style-type: none"> ➤ TAFEs ➤ Registered Training Organisations or ➤ Education service providers registered under the <i>Education Service Providers (Full Fee Overseas Students) Registration Act 1991</i>. 	<p>You must apply when starting child-related work.</p>
<ul style="list-style-type: none"> • * Teachers applying for registration with the Western Australian College of Teaching after 1 January 2007. 	<p>Teachers must apply as part of the WA College of Teaching registration process.</p>
<ul style="list-style-type: none"> • Child care sector <ul style="list-style-type: none"> ➤ licensees, managerial officers, nominated supervising officers, supervising officers. ➤ paid employees of licensed child care services. 	<p>Licensees etc must apply as part of the child care licence application process.</p> <p>Employees must apply as they start child-related work.</p>

When to apply in 2007 (continued.....)

Group	When to apply in 2007
<p>If you started child-related work during 2006, in any of the categories below, and are still in that job:</p>	
<ul style="list-style-type: none"> ● Paid employee in the following categories: <ul style="list-style-type: none"> ➤ a community kindergarten; ➤ an educational institution for children; ➤ a youth detention centre; ➤ a community child health service; ➤ a counselling or other support service; ➤ a ward of a public or private hospital in which children are ordinarily patients; ➤ performing functions as an officer under the <i>Children and Community Service Act 2004</i> (DCD officers). ● Public Sector employees. ● Paid employees who hold F or T drivers licence endorsements (hire or reward) and carry out child-related work in connection with a transport service specifically for children (eg school bus driver). 	<p>You must apply between 1 January 2007 and 31 December 2007</p>
<p>If you started child-related work before 1 January 2007, in any of the categories below, and are still in that job:</p>	
<ul style="list-style-type: none"> ● Volunteers working with children 8 - 12 years. ● * Placement arrangements under the Children and Community Service Act 2004, including foster and relative carers, direct care and support workers. ● * Self-employed persons who hold F or T drivers licence endorsements (hire or reward) and carry out child-related work in connection with a transport service specifically for children (eg school bus driver). ● * Self-employed persons who provide coaching or private tuition services for: <ul style="list-style-type: none"> ➤ TAFEs ➤ Registered Training Organisations or ➤ Education service providers registered under the <i>Education Service Providers (Full Fee Overseas Students) Registration Act 1991</i>. 	<p>You must apply between 1 January 2007 and 31 December 2007.</p>
<ul style="list-style-type: none"> ● Child care sector <ul style="list-style-type: none"> ➤ licensees, managerial officers, nominated supervising officers, supervising officers ➤ paid employees of licensed child care services 	<p>From 1 January 07:</p> <ul style="list-style-type: none"> - Licensees etc must apply as part of the child care licence renewal process. - Employees must apply as their current criminal record check (required under child care legislation) expires. <p><i>If you work in the child care sector you can apply for a WWC Check up to 4 months before your current criminal record check or child care licence expires.</i></p>

Commencing in 2008

Group	When to apply in 2008
<p>If you start a new job after 1 January 2008 which involves child-related work as a:</p> <ul style="list-style-type: none"> • Volunteer working with children 13 - 17 years. 	You must apply as you start child-related work.
<p>If you started child-related work before 1 January 2008 and are still in that job as a:</p> <ul style="list-style-type: none"> • Volunteer working with children 13 - 17 years; 	You must apply between 1 January 2008 and 31 December 2008.

Commencing in 2009-2010

Group	When to apply in 2009-2010
<p>If you started child-related work before 1 January 2006, in any of the categories below, and are still in that job:</p>	
<ul style="list-style-type: none"> • Paid employees (including public sector employees) in any category of child-related work (unless you have been required to apply earlier under any of the phasing-in arrangements for previous years). 	<p>You must apply between 1 January 2009 and 31 December 2010.</p> <p>CHANGES TO PHASING-IN FROM JANUARY 2008, FOR SOME EXISTING EMPLOYEES MAY AFFECT YOU.</p> <p>VISIT THE WEBSITE FOR DETAILS AND SEE FACTSHEET 2 INSERT.</p>

<p>Teachers registered with the Western Australian College of Teaching before 1 January 2007.</p>	<p>You must apply either:</p> <ul style="list-style-type: none"> • As part of renewal of your teacher registration; or • By 31 December 2010, whichever happens first.
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What is Child-related Work?

Under section 6 of the *Working with Children (Criminal Record Checking) Act 2004* you are in child-related work and require a WWC Check only if the **usual duties** of the work involve, or are likely to involve, **contact with a child in connection with:**

- (i) a child care service; (*has the meaning given to that term under section 4 of the Child Care Services Act 2007*);
- (ii) a community kindergarten registered under Part 5 of the *School Education Act 1999*;
- (iii) an educational institution for children;
- (iv) a coaching or private tuition service of any kind, but not including an informal arrangement entered into for private or domestic purposes;
- (v) an arrangement for the accommodation or care of children, whether in a residential facility or private residence, but not including an informal arrangement made by a parent of the child concerned or accommodation or care provided by a relative of the child;
- (vi) a placement arrangement under the *Children and Community Services Act 2004*;
- (vii) the performance by an officer, as defined in the *Children and Community Services Act 2004*, of a function given to the officer under that Act;
- (viii) a detention centre, as defined in the *Young Offenders Act 1994* section 3;
- (ix) a community child health service;
- (x) a counselling or other support service;
- (xi) a religious organisation;
- (xii) a club, association or movement (including of a cultural, recreational or sporting nature and whether incorporated or not) with a significant membership or involvement of children, but not including an informal arrangement entered into for private or domestic purposes;
- (xiii) a ward of a public or private hospital in which children are ordinarily patients;
- (xiv) a baby sitting or child minding service, but not including an informal arrangement entered into for private or domestic purposes;
- (xv) an overnight camp, regardless of the type of accommodation or how many children are involved;
- (xvi) a transport service specifically for children;
- (xvii) a school crossing service, being a service provided to assist children to cross roads on their way to or from school;
- (xviii) a children's entertainment or party service; or
- (xix) any other work of a kind prescribed by the regulations.

Note: Certain people are **exempt** from the requirement to have a Working with Children Check. For example, parents volunteering in some activities with their children. For more information about this and other exemptions, **see Factsheet 5: Child-related Work and Exemptions**, available on the website or by calling the numbers below.

Working with Children Screening Unit
Level 5, Dumas House
2 Havelock Street
West Perth WA 6005 Ph: 08 6217 8100
1800 883 979 (country callers)

Email:checkquery@dcd.wa.gov.au
www.checkwvc.wa.gov.au