

This factsheet provides information for people asked to provide a submission to the Working with Children (WWC) Screening Unit regarding their suitability to hold a WWC Check. The submission may relate to:

- correcting information on the issue of an automatic **Negative Notice**
- a proposal to issue you with a Negative Notice
- an [application to cancel](#) your Negative Notice.

What is a submission?

A submission refers to any information you provide to the WWC Screening Unit for consideration before a final decision about your WWC Check is made.

Why have I been asked for a submission?

You have been asked for a submission because the WWC Screening Unit have received information about you that raises concerns about exposing children to an unacceptable risk of harm. These concerns have been outlined in a letter sent to you by the WWC Screening Unit.

Providing a submission gives you the opportunity to respond to these concerns in your own words and to provide the WWC Screening Unit with any additional information you feel is relevant. Any information you provide in your submission, by the due date, must be considered by the WWC Screening Unit before a final decision is made.

Even if you have been issued with an **Interim Negative Notice**, it is important you provide information that addresses the identified concerns for the WWC Screening Unit's consideration. The information in your submission may provide the WWC Screening Unit with enough evidence to show that you no longer pose an unacceptable risk of harm to children. Not everyone issued with an Interim Negative Notice receives a Negative Notice.

Do I have to provide a submission?

No, you do not have to provide a submission, but we strongly encourage you do. If you do not provide a submission, the final decision will be based on the existing information, which may result in you being issued with, or keeping, a Negative Notice.

Not providing a submission to the WWC Screening Unit will also make it harder to later apply to the State Administrative Tribunal (SAT) for a review of the issuing of a Negative Notice. Refer to [Factsheet NEG01: Negative Notice, review and cancellation applications](#) for further information.

Can someone help me with a submission?

Yes, you can have someone help you with your submission. This might be someone you trust, getting assistance from an interpreter, or seeking independent legal advice.

Does my submission have to be in writing?

A written statement is preferred as it can help with accuracy of information and prevent misinterpretation. The information included in the submission is the important part, not how well written it is. You will not be judged on the standard of your written submission.

If making a written submission is difficult for you, and you do not have someone to assist you in making a written submission, please contact the WWC Screening Unit on 1800 883 979 or via WWC.InfoResponse@communities.wa.gov.au to find out about other options available.

What can I include in my submission?

You can provide any information you think should be considered; however, it is important that you address the concerns identified in the letter you received. This may include:

- whether the information provided does not apply to you (i.e., your criminal record history/reportable conduct finding is incorrect)
- information about your personal circumstances at the time of the offending or concerning conduct
- steps you have taken to address your past conduct including details and evidence of any program, counselling, or treatment you have completed
- references from independent or professional people who know your history
- any other information you think is relevant.

After the WWC Screening Unit has received your submission, a request for further documents or information may be made to clarify or confirm what you have stated in your submission.

Who can provide a reference for me?

Anyone can provide a reference for you; however, it is important the person knows about your offending history and other conduct of concern. A reference from an independent person who is aware of your offending or who has been engaged with you in a professional relationship (e.g. a counsellor), will carry more weight than one from a friend or family member.

We ask that referees include their contact details so they can be contacted by the WWC Screening Unit, if necessary.

Can I still work with children while I am preparing my submission?

If you have been issued with an Interim Negative Notice or have a current Negative Notice in place, then you are prohibited from undertaking [child-related work](#) and accessing the [child volunteer exemptions](#) or [parent volunteer exemption](#). The letter you received will advise you if you have been issued with one of these notices.

If you have not been issued with an Interim Negative Notice or do not have a current Negative Notice in place, then you can continue to work with children while you prepare your submission and before a final decision is made.

How long will the WWC Screening Unit take to make a final decision?

The WWC Screening Unit must take the time necessary to obtain and consider all relevant information, including any submission you provide. Depending on the complexity and amount of information received, some decisions will take longer than others.

What if I no longer work with children and want to cancel my WWC Card?

You can cancel your WWC Card if you are no longer working with children by emailing checkquery@communities.wa.gov.au. If you cancel your WWC Card, you cannot undertake child-related work and will need to lodge a new WWC Check application before commencing in child-related work in the future. Please note that you are unable to cancel your WWC Card if you have been issued with an Interim Negative Notice.

Definitions of **bold** terms can be found in the Working with Children Check glossary at www.workingwithchildren.wa.gov.au