



## Resource COM02 Working with Children Check Sample compliance questions

Below are some sample questions that an employer, volunteer organisation or **education provider** may be required to answer when the Working with Children (WWC) Screening Unit conducts a Compliance Check (formerly an audit).

Tools to help organisations meet their WWC compliance requirements, including the [WWC Check Compliance Toolkit](#) can be found on the [WWC website](#).

1. How does your organisation identify both existing and new employees, **volunteers** and **students** who engage in [child-related work](#)?
2. Do those employees, volunteers or students in child-related work have a [valid](#) WWC Card or have they applied for one? If not, what measures are being taken to rectify the situation and within what timeframe?
3. What processes are in place to confirm that employees, volunteers and students who engage in child-related work have a valid WWC Card or have applied for one?
4. What processes are in place to confirm that employees, volunteers and students who continue their child-related work [renew](#) their WWC Cards before they expire (can be renewed one to three months before they expire)?
5. What processes are in place to ensure those who do not have a valid WWC Card and have not applied for one, do not engage in child related work?
6. Do your internal record-keeping processes identify the employees, volunteers and students who engage in child-related work and is the following recorded for these people?
  - a) Full names and dates of birth.
  - b) The WWC Card number and its date of expiry, or if the WWC Card has not been received, the application number and the date it was lodged.
  - c) Confirmation that the employee, volunteer or student has applied within the required time.
  - d) That the validity of the WWC Card has been checked when a person who already holds a WWC Card takes up a position with your organisation (also recommended periodically during the life of the Card).

In addition

e) confirmation that a person is not employed in child related work if notice is received from the WWC Screening Unit that the person has [withdrawn their application](#) or has been issued with an **Interim Negative Notice** or **Negative Notice**.

7. What internal mechanisms does your organisation have in place to monitor and report on compliance of the *Working with Children (Screening) Act 2004*?

Please note, additional or relevant information may also be requested as a result of an enquiry.

Definitions of **bold** terms can be found in the Working with Children Check glossary at [www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au)