




Factsheet ORG05








Working with Children Check


Education sector

This factsheet has been designed specifically for the education sector and is intended as a guide only. Examples are not intended to be exhaustive and do not include all circumstances or variations based on the specific role and associated responsibilities. If you require assistance translating or interpreting the information in this factsheet, please call the Translating and Interpreting Service (TIS National) on 131 450.

Below is a list of **categories** of [child-related work](#) that may apply to the education sector, where a person has a role that involves, or is likely to involve, **contact** with a child as part of their **usual duties**. The examples provided may also be subject to [exemptions](#).

Categories may include:	Roles may include:
 <p>2. A community kindergarten</p>	<ul style="list-style-type: none"> teaching staff non-teaching staff, including school administrators, cleaners, gardeners, and front office staff.
 <p>3. An educational institution for children</p>	<ul style="list-style-type: none"> teaching staff non-teaching staff, including school administrators, cleaners, gardeners, and front office staff canteen workers and volunteers uniform shop workers and volunteers school photographers practicum students over 18 years of age completing placements at a school.
 <p>4. A coaching or private tuition service of any kind</p>	<ul style="list-style-type: none"> coaches/instructors of a school team or after school clinic tutors providing individual or group sessions for children tutors organised by the school parent volunteers providing individual mentoring or tuition to children other than their own child i.e. one-on-one reading.

Categories may include:	Roles may include:
 <p>5. An arrangement for the accommodation or care of children</p>	<ul style="list-style-type: none"> • people billeting children for school events or exchange programs • boarding house staff and volunteers.
 <p>9. A community child health service</p>	<ul style="list-style-type: none"> • school nurses • school dental van staff.
 <p>10. A counselling or other support service</p>	<ul style="list-style-type: none"> • speech pathologists • school psychologists • occupational therapists • chaplains or other ministers of religion providing pastoral care (category 11: a religious organisation also applies).
 <p>12. A club, association or movement</p>	<ul style="list-style-type: none"> • coaches/ instructors of a school team or after school clinic that is linked to a club, association or movement.
 <p>15. An overnight camp</p>	<ul style="list-style-type: none"> • people running activities at overnight events/camps • people supervising children at overnight events/camps • people serving food to junior participants at the overnight event/camp • parent volunteers regardless of whether they are staying overnight.
 <p>16. A transport service specifically for children</p>	<ul style="list-style-type: none"> • school bus drivers/bus aide/bus warden • bus or taxi drivers providing dedicated services for children • private coach services for excursions, camps, and carnivals.
 <p>17. A school crossing service</p>	<ul style="list-style-type: none"> • school cross walk attendants/“Lollipop” people • traffic wardens.

Categories may include:	Roles may include:
 <p>18. A children's entertainment or party service</p>	<ul style="list-style-type: none"> • people providing educational entertainment in schools, e.g. Constable Care • people facilitating excursions for children such as interactive style tours or educational entertainment, e.g. at museums or Scitech • people providing motivational talks to children, e.g. professional athletes • people providing cultural information to children, e.g. Aboriginal Elder giving Welcome to Country and talking to children • farm shows and animal handlers • storytellers reading to children • dj's for school discos.

Frequently asked questions

Do our students aged 18 and over need a Working with Children Check?

No, high school students aged 18 and over do not need a Working with Children (WWC) Check to attend school or take part in normal student activities at school. For example, taking part in a buddy system for younger students, playing football with younger students at lunchtime, or directing students around school.

A WWC Check may be required by high school students aged 18 and over if:

- they are doing something at the school outside of normal student activities or expectations that bring them into child-related work, for example, extracurricular tutoring
- they have a role outside of school that requires a WWC Check, for example, a swimming instructor
- they have a Vocational Education and Training (VET) work placement where they are undertaking child-related work, for example, a placement at a childcare centre.

Do our paid employees under 18 require a WWC Check?

Yes. There is an exemption in the legislation for [child volunteers](#), but not for paid work.

Do our parents need a WWC Check to volunteer at their child's school?

Parent volunteers are exempt from requiring a WWC Check if they are volunteering at the school their child is enrolled in. This includes general volunteering in the classroom, on an excursion, in the canteen or the office.

However, if parents are providing one on one coaching or mentoring services to students other than their child while volunteering at the school, for example, providing reading assistance, they will require a WWC Check.

Please note that there is no parent volunteer exemption for an overnight camp and any person who has a current **Negative Notice** or **Interim Negative Notice** is banned from accessing the parent volunteer exemption. For further information refer to [Factsheet CRW03 – Exemptions, the parent volunteer exemption](#).

The WWC Check is only one strategy to keep children safe. If your school identifies activities where a criminal history check would improve safety, you can require parent volunteers to have either a Volunteer National Police Certificate or National Police Certificate. For more information visit the child safety page of the [WWC Check website](#).

Do grandparents/relatives volunteering at our school need a WWC Check?

Yes, grandparents and other relatives will require a WWC Check to volunteer at your school, unless they are considered a parent under the *Working with Children (Screening) Act 2004* (the Act) or if another exemption applies. For example, a relative visiting from interstate for a week may fall under the [short term visitor to WA](#) exemption.

Do our school council or board members need a WWC Check?

This will depend on the usual duties expected of your council or board members. If the council or board member attends meetings after hours and is not expected to have contact with

children as part of their role, then they do not need a WWC Check. If part of the council or board member's role is to engage with children, for example, hand out awards at end of year celebrations, then they need a WWC Check (subject to any applicable exemptions).

A WWC Check is not required for board or council members if there are student representatives on the council or board, and no other child-related work is undertaken. Contact between fellow volunteers is excluded from the definition of contact in the Act and is therefore not considered to be child-related work.

Do students on practicum at our school need a WWC Check?

Practicum (prac) students under 18 years of age are exempt from a WWC Check under the unpaid students on placement exemption. Those over the age of 18 will require a WWC Check and are required to apply for a WWC Check through their **education provider** prior to starting a practicum placement. A representative from the prac students' education provider is required to sign their WWC application form as their employer.

Do university staff visiting prac students at school require a WWC Check?

This will depend on whether the university staff member is required to undertake child-related work as part of their visit to the school. A university staff member whose role is purely to observe prac students in a classroom setting and not engage with the children will not require a WWC Check. However, a university staff member whose role includes assuming control of the classroom to demonstrate teaching techniques to the prac student will be engaging with children and will require a WWC Check.

Do tradespeople or contractors visiting our school need a WWC Check?

No, tradespeople are generally not considered to be in child-related work and do not require a WWC Check. This is providing they do not have an ongoing role at your school in which they would have contact with children as part of their usual duties. Your school should consider employing other strategies to ensure child safety.

Do photographers visiting our school need a WWC Check?

School photographers whose usual duties involve visiting schools to take class and individual

student photos will require a WWC Check.

Photographers visiting a school to take photos for a news story or promotional event, for example, a local newspaper photographer, will not need a WWC Check as they are not undertaking child-related work.

Do people attending our school assemblies need a WWC Check?

No, people attending school assemblies do not need a WWC Check. Your school should consider employing other strategies to ensure child safety.

Do people visiting our school to talk to students need a WWC Check?

If you engage an individual directly, it is up to you to determine whether the person is engaging in **child-related work** and requires a WWC Check. If you engage an organisation to send a representative to your school to talk to students, it is up to the organisation to determine whether the person is engaging in child-related work and requires a WWC Check.

Do Child Protection and Family Support Officers need a WWC Check?

Yes, Child Protection and Family Support Officers working for the Department of Communities are required to hold a WWC Check to undertake their duties.

Do people attending meetings during school hours with our staff only need a WWC Check?

No. A WWC Check is only required if the person is in child-related work. A person attending a meeting with staff may walk past children in the school, but this is considered **incidental contact**. Your school should consider other child safe strategies to manage visitors.

Is a WWC Check needed for staff at organisations 'hosting' VET students?

A WWC Check is not required for staff at organisations who will be 'hosting' a VET student completing work experience, as contact between an employee and someone they supervise is excluded from the definition of contact in the Act. WWC Checks are only required by staff at organisations hosting VET students if the usual work they perform is child-related work, for

example, a child care centre.

Do we need to see and record WWC Checks for all people working with children at our school?

It is strongly recommended that all organisations keep and maintain WWC Check records, refer to the [WWC website](#) for support [resources](#) and [online services](#).

Does our school need to see and record WWC Checks for organisations co-located on our site?

If the co-located organisation is managed by your school, then it is strongly recommended that you keep and maintain WWC Check records for the organisation. If the co-located organisation is not managed by your school, you are not required to see or record the organisations WWC Check details.

Does our school need to see and record WWC Checks for excursion venues?

No, however you should receive confirmation in writing that the excursion venue or organisation is aware of, and complying with, its obligations under the Act.

Does our school need to see and record WWC Checks for people or organisations hiring school facilities?

No, however you should receive confirmation in writing that the hiring party is aware of, and complying with, its obligations under the Act. Both parties should consider strategies to ensure child safety.

Our school is under the Department of Education and I have an issue with entering someone's WWC Check details into our system, who should I contact?

This system is managed by the Department of Education, please contact wwcc.query@education.wa.edu.au for all queries related to 'WWC Recording System'.

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