

## APPENDIX B. NON-EMPLOYEES WWC CHECK REQUIREMENTS

### B.1. PARENT VOLUNTEERS AT SCHOOL

Parents volunteering day to day at their child's school are exempt from applying for a WWC Check in most situations, including volunteering in the canteen or uniform shop.

There may be situations where a parent volunteering at the school requires a WWC Check. For example, a parent conducting one on one reading with the same student over a period of time would be considered to be a mentor or coach, and therefore would be required to apply for a WWC Check under 'category 4 - a coaching or private tuition service of any kind'.

Parent volunteers must complete the Parent and Child Volunteer Declaration Form to commencing volunteer work. If a parent has declared they have been issued with an Interim Negative or Negative Notice, Principals will advise them that they cannot volunteer at the school.

If you are not sure if a parent volunteering at your school requires a WWC Check, contact the Standards and Integrity Directorate for more information.

#### Guidance

Parents volunteering in a school should be advised of their role, responsibilities, expected standards of behaviour and should be supervised by school staff.

Additional requirements exist in relation to managing visitors on school sites. These are outlined in the [Visitors and Dignitaries at Public Schools and Residential Facilities policy](#).

Site managers can require a parent to consent to a Nationally Coordinated Criminal History Check through the Department under the [Criminal History Screening for Department of Education Sites policy](#).

### B.2. PARENT VOLUNTEERS ON OVERNIGHT CAMPS

Parents volunteering on overnight school camps require a WWC Check.

If an incident occurs on a camp the liability may rest with the Department in the same manner as if it occurred on school grounds and/or at a school sanctioned event.

WWC Check information for parents volunteering on overnight camps is to be recorded in the WWC Recording System to verify WWC Check validity.

#### Guidance

Parents volunteering on an overnight camp should be advised of their role, responsibilities, expected standards of behaviour and should be supervised by school staff.

In the event the camp arrangements are at short notice, remember the parent volunteer can produce the receipt of their WWC Check application if the card is not yet available.

#### Schools hosting The Fathering Project Camps

Principals are responsible for who comes on to the school site and must take all reasonable steps to ensure that children and young people are safe. The WWC Screening Unit have taken the position that they will consider fathers and other adult attendees as participants in the camp, not as people undertaking child-related work and so they will not screen them for convictions or any previous charges.

It is advised that each attending parent or other adult is given a role in the camp that brings them into the scope of the Act (for example, delivering soccer training, supervising meal times) allowing them to be eligible to apply for a WWC Check.

Principals should request parent participants to complete the Parent and Child Volunteer Declaration Form as a form of risk mitigation prior to the event.

### **B.3. GRANDPARENT AND OTHER FAMILY MEMBER VOLUNTEERS**

Grandparents or other family members who meet the definition of a parent as defined in the Act are considered to be parent volunteers.

Grandparents or other family members who do not meet the definition of a parent are required to apply for and hold a valid WWC Check in order to volunteer in any capacity at a school.

Volunteers under 18 years of age are exempt from applying for a WWC Check. Once they turn 18 years of age, volunteers are no longer exempt and are required to apply for a WWC Check to continue in child-related work.

However, volunteers under the age of 18 should complete the Parent and Child Volunteer Declaration Form prior to commencing volunteer work. If a volunteer under the age of 18 has declared they have been issued with an Interim Negative or Negative Notice, Principals will need to advise them that they can no longer volunteer at the school.

WWC Check information for grandparents and other family volunteers should be recorded in the WWC Recording System to verify WWC Check validity.

#### **Guidance**

The definition of a parent can be found under section 4 of the Act.

### **B.4. OTHER VOLUNTEERS**

Other volunteers engaged on Department premises in child-related employment are required to hold a valid WWC Check.

Volunteers under 18 years of age are exempt from applying for a WWC Check. Once they turn 18 years of age, volunteers are no longer exempt and are required to apply for a WWC Check to continue in child-related work.

However, volunteers under the age of 18 should complete the Parent and Child Volunteer Declaration Form prior to commencing volunteer work. If a volunteer under the age of 18 has declared they have been issued with an Interim Negative or Negative Notice, Principals will need to advise them that they can no longer volunteer at the school.

WWC Check information for all volunteers working with children during school hours or at school sanctioned events is to be recorded in the WWC Recording System to verify WWC Check card validity.

### **B.5. INCURSIONS OR IN-SCHOOL ACTIVITIES**

Organisations or individuals attending sites to deliver incursions or in-school activities to students are required to hold a valid WWC Check.

WWC Check information for persons delivering incursions or in-school activities to children is to be recorded in the WWC Recording System to verify WWC Check card validity.

## **B.6. HEALTHCARE PROFESSIONALS**

Nurses, physical therapists, dental clinic staff and any other visiting healthcare providers working with children are required to hold a valid WWC Check.

WWC Check information for healthcare professionals working with children during school hours is to be recorded in the WWC Recording System to verify WWC Check card validity.

## **B.7. STUDENTS ON PLACEMENT (PRACTICUM STUDENTS)**

University or TAFE students (practicum students) undertaking a practical placement in a role engaging in child-related work are required to hold a valid WWC Check.

Application forms for students on placement are signed by their education provider. For example, the University or TAFE lecturer certifies the WWC Check application for each student who is scheduled to undertake a practical placement. The education provider does not sign an application form until the practice / work placement has been arranged.

Practicum students who are under 18 years of age during the time of their placement are exempt from applying for a WWC Check. Once they turn 18 years of age, students on placement are no longer exempt and are required to apply for a WWC Check.

In lieu of a WWC Check or criminal screening, practicum students under the age of 18 are required to complete the Parent and Child Volunteer Declaration Form prior to commencing their practical placement. If a practicum student under the age of 18 has declared they have been issued with an Interim Negative or Negative Notice, principals will need to advise them that they cannot undertake their practical placement at the school.

WWC Check information for students on placement is to be recorded in the WWC Recording System to verify WWC Check validity.

### **Guidance**

Students on placement in a school should be given a site induction and advised of their role, responsibilities, expected standards of behaviour. They are to be supervised and accompanied by school staff while on school premises, excursions and school events.

All practicum students over the age of 18 are required to consent to a Nationally Coordinated Criminal History Check through the Department under the Criminal History Screening for Department of Education Sites policy.

## **B.8. SCHOOL BOARDS AND COUNCILS**

Most school board and council members do not have contact with children as meetings are often held after school hours.

School board and council members are not required to hold a WWC Check unless part of their usual, agreed board or council duties involve child-related work. For example, part of becoming a school board member might require the member to participate in some school-based activities that involve contact with children, like sitting on mock interview panels for students, or assisting at school events like graduations.

WWC Check information for school board or council members who work with children is to be recorded in the WWC Recording System to verify WWC Check validity.

School boards or councils that have student representatives as sitting members are not required to hold WWC Checks as people who work side by side with children are excluded from the definition of contact in the Act.

#### **Guidance**

The definition of contact with a child can be found at section 4 of the Act.

Members of school boards and councils are required to undertake criminal screening under the Criminal History Screening for Department of Education Sites policy.

### **B.9. INTERSTATE AND OVERSEAS VISITORS**

Interstate and overseas visitors who do not ordinarily reside in Western Australia but are undertaking child-related work are required to comply with the Act. This is regardless of whether the assessment outcome is likely to be known by the time they cease child-related work in Western Australia.

Interstate and overseas visitors may be exempt under the 'Short-term visitors to Western Australia' or 'One-off national events and national tours' exemptions. Both exemptions have specific conditions and timeframes attached to them.

WWC Check information for interstate and overseas visitors is to be recorded in the WWC Recording System to verify WWC Check validity.

#### **Guidance**

Information regarding exemptions for Short Term Visitors to Western Australia and One-off National Events and National Tours can be found on the Department of Communities's WWC website [www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au).

### **B.10. CHILD PROTECTION AND FAMILY SUPPORT (CPFS) OFFICERS**

Department of Communities CPFS Officers undergo a WWC Check as part of their vetting process. Upon arriving at school to speak to students, CPFS Officers should present their identification card, issued under section 25 of Children and Community Services Act 2004, as proof of identity and authorisation.

Schools should ask to see a CPFS Officers' WWC Check, however not having their WWC Check with them should not be a barrier to the CPFS Officer entering the school to speak with a student. If they do not provide evidence of a WWC Check, schools should contact the relevant CPFS District Office and confirm the person has a valid WWC Check.

WWC Check information for CPFS Officers is to be recorded in the WWC Recording System to verify WWC Check validity.

**B.11. SCHOOL INTEGRATORS**

School Integrators visiting schools to perform ICT maintenance are required to hold a valid WWC Check, as they are considered to be part of the fabric of the school.

A person can be considered part of the fabric of the school if they frequently attend school sites and have the opportunity to form and build relationships with students.

WWC Check information for school integrators is to be recorded in the WWC Recording System to verify WWC Check validity.

**B.12. BUILDING AND MAINTENANCE CONTRACTORS**

Building and maintenance contractors engaged on Department sites are not considered to be in child-related employment and therefore are not required to apply for or hold a WWC Check.

Contractors are able to execute their duties without having contact with children, Their employment is not solely based at or restricted to the school.

However, there may be instances where contractors whose work may not appear to be child-related may require a WWC Check. For example, a local handyman who frequently attends the school to carry out repairs and who becomes well known to students and staff may require a WWC Check on the basis they have become a part of the fabric of the school.

A person can be considered part of the fabric of the school if they frequently attend school sites and have the opportunity to form and build relationships with students.

If you are not sure if someone working at your site requires a WWC Check, contact the Standards and Integrity Directorate for more information.

**Guidance**

Non-employees attending department premises who do not work with children can be asked to complete a Confidential Declaration form. This form can be found at [Appendix C in the Visitors and Dignitaries at Public Schools and Residential Facilities policy](#).

Site managers can require a non-employee to consent to a Nationally Coordinated Criminal History Check through the Department under the [Criminal History Screening for Department of Education Sites policy](#).

**B.13. EXCURSION OR CAMP VENUE STAFF**

Site managers are not required to sight WWC Check details for excursion or camp venue staff, however they are required to confirm that the venue is aware of and complying with their obligations under the [Act](#).

Confirmation an excursion or camp provider is aware of and complying with the [Act](#) can be determined from the information they provide through correspondence or on their website.

Not all staff at excursion or camp venues are in child-related employment. Venue staff only require a WWC Check if working in connection with a category of child-related work under the [Act](#). Staff at venues frequented by school groups only require a WWC Check if they are coordinating activities specifically for children or are considered to be engaging in child-related work.

If a site manager is unsure if an excursion or camp provider requires a WWC Check, they should contact the Department of Communities WWC Screening Unit for clarification.

#### **Guidance**

A person leading a class of students through an activity, such as a Scitech presenter, requires a WWC Check as they are considered to be in child-related employment.

A person working in a general area who has incidental contact with children as part of their role, like a gift shop attendant at the WA Museum, does not require a WWC Check as they are not considered to be in child-related employment.

### **B.14. EMPLOYERS OF VET STUDENTS ON WORK PLACEMENT**

Employers and colleagues of Vocational Education and Training (VET) students undertaking a work placement are not required to apply for a WWC Check in order to work with students as they are excluded in the definition of contact with a child under the Act, unless the employer's usual work duties involve undertaking child-related employment.

#### **Guidance**

The definition of contact with a child can be found in the Act.

### **B.15. BILLETING (HOME STAYS)**

Persons billeting children under 18 years of age require a WWC Check under 'category 5 - an arrangement for the accommodation or care of children' of child-related work under the Act.

In a household consisting of parent/s and other adults, such as children 18 years of age or older, the parent/s are required to apply for or hold a valid WWC Check where they are responsible for the care of the child or they perform tasks that bring them into contact with the child, such as supervision or transport of the child.

Other adults in the household would only be required to apply for or hold a valid WWC Check if they are also performing duties for the child such as driving them to a sports venue for training. They are not required to apply for or hold a valid WWC Check if they are only living in the residence.

Children under 18 years, in households billeting a child, who are performing duties for the child, do not require a WWC Check as these arrangements are generally of a voluntary basis and volunteers under 18 years of age are exempt under the Act.

However, volunteers under the age of 18 should complete the Parent and Child Volunteer Declaration Form prior to commencing volunteer work. (For example, a 17-year-old with a driving licence, residing in the household, may volunteer to drive the billeted child to a venue.) If a volunteer under the age of 18 has declared they have been issued with an Interim Negative or Negative Notice, Principals will need to find an alternative billeting arrangement.

WWC Check information for people billeting students is to be recorded in the WWC Recording System to verify WWC Check validity.



**B.16. VISITORS FOR STAFF**

Persons attending a school to meet with staff only are not considered to be in child-related work and will not require a WWC Check. This includes people attending the school for a meeting with the principal or presenter engaged to deliver training to staff.

**B.17. ADULT STUDENTS**

Students over 18 years of age enrolled in schools are not required to hold a WWC Check to attend school as they are not undertaking child-related work.

However, some adult students may be engaged in child-related work if undertaking mentoring or coaching roles that they are paid for or that exceeds the usual expectation of enrolled students, in which case they will require a WWC Check. WWC Check information for adult students who require a WWC Check is to be recorded in the WWC Recording System to verify WWC Check validity.

If you are not sure if someone working at your site requires a WWC Check, contact the Standards and Integrity Directorate for more information.

**Guidance**

The Department of Communities WWC Screening Unit has additional information to assist in determining whether an adult student requires a WWC Check.

**B.18. PRIVATE TUTORS**

All private tutors require a WWC Check to engage in child-related work.

WWC Check information for private tutors organised or managed by a school is to be recorded in the WWC Recording System to verify WWC Check validity, regardless of whether the tutoring takes place onsite or offsite.

If the private tutoring is delivered through a licence to use school facilities, the site manager is required to confirm that the private tutor is aware of and complying with their obligations under the Act.

Tutors organised privately by parents and delivering their service offsite require no oversight by the school. It is recommended that parents be reminded of the requirement for private tutors to hold a valid WWC Check.

**Guidance**

Information on whether a service provider is compliant with the Act can be determined from the information they provide through correspondence or on their website.

Additional information on engaging of private tutors is provided in the Private Tutors in Public Schools policy.

**B.19. BUS DRIVERS**

There is a category of child-related work for bus drivers who transport children (category 16 – a transport service specifically for children). General bus drivers do not require a WWC Check.

Drivers of school operated bus services require a WWC Check and their WWC check information is to be recorded in the WWC Recording System to verify WWC Check validity.

Site managers are required to confirm that any bus contractors or School Bus Services providing services to their school or children are aware of and complying with their obligations under the Act.

Transperth bus drivers only require a WWC Check if they are providing a service specifically for children. Site managers are required to confirm they are aware of and complying with their obligations under the Act.

#### **Guidance**

Information on whether a service provider is compliant with the Act can be determined from the information they provide through correspondence or on their website.

### **B.20. ONLINE TEACHERS, TRAINERS OR PRESENTERS**

Trainers, teachers or presenters, whether employees or non-employees, who deliver online content to students in Western Australia require a Western Australia WWC Check, even if they are based interstate or overseas.

WWC Check information for trainers, teachers or presenters delivering online content to children is to be recorded in the WWC Recording System to verify WWC Check validity.

### **B.21. OTHER VISITORS**

Other visitors engaged on Department sites in child-related employment are required to hold a valid WWC Check.

WWC Check information for all visitors working with children during school hours or at school sanctioned events is to be recorded in the WWC Recording System to verify WWC Check card validity.

Sometimes visitors to the site may be participating in an activity with children but are not undertaking child-related work. In this case visitors do not require a WWC Check as they do not meet the criteria for a WWC Check under the Act.

If you are unsure if someone visiting your site requires a WWC Check, contact the Standards and Integrity Directorate for more information.

#### **Guidance**

An example is senior citizens attending a school for a morning tea. The senior citizens are attending the morning tea as participants and do not meet the definition of child-related work in the Act.

### **B.22. OUT OF SCHOOL HOURS CARE**

Site managers are required to confirm in writing that the individual or organisation providing out of school hours care is aware of and complying with their obligations under the Act.

#### **Guidance**

Information on whether a service provider is compliant with the Act can be determined from the information they provide through correspondence or on their website.

### **B.23. UNIFORM SHOP STAFF AND VOLUNTEERS**

People working or volunteering in a school uniform shop require a WWC Check unless they meet the definition of a parent volunteer. (See Appendix B.1.)



WWC Check information for people working or volunteering in the uniform shop is to be recorded in the WWC Recording System to verify WWC Check validity.

#### **B.24. CANTEEN STAFF AND VOLUNTEERS**

People working or volunteering in a school canteen require a WWC Check unless they meet the definition of a parent volunteer. (See Appendix B.1.)

WWC Check information for people working or volunteering in the canteen is to be recorded in the WWC Recording System to verify WWC Check validity.

#### **B.25. CHILD AND PARENT CENTRES**

Child and Parent Centres operate under a licence to use arrangement. Each Child and Parent Centre is operated by a non-government organisation in partnership with the Department of Education.

Site managers are required to confirm in writing that the organisation managing the Child and Parent Centre is aware of and complying with their obligations under the Act.

##### **Guidance**

Information on whether a service provider is compliant with the Act can be determined from the information they provide through correspondence or on their website.

#### **B.26. PLAYGROUPS**

Playgroups are able to use school facilities only under a licence to use arrangement.

Under licence to use arrangements, site managers are required to confirm in writing that the individual or organisation managing the playgroup is aware of and complying with their obligations under the Act.

#### **B.27. VISITING DIGNITARIES**

Ministers (their staff and other Members of Parliament) do not require a WWC Check for their official duties as they are not providing a service or activity to children.

However, if a Minister (their staff, and other Members of Parliament) is volunteering in the same way as any other citizen would engage in child-related work for an organisation, then they would require a WWC Check (unless an exemption applies).

##### **Guidance**

Whether the work of a Minister is considered to be 'child-related' is considered by the WWC Screening Unit to be beyond the scope of what the Act should capture.

This advice extends to Ambassadors, Consul-Generals, Governor-Generals and their staff.