

## APPENDIX A. EDUCATION EMPLOYEES REQUIRING WWC CHECKS

### A.1. SCHOOL BASED STAFF

All employees based at a school site are required to apply for and hold a valid WWC Check in accordance with the Act. This includes teaching staff, administrative staff, cleaners and gardeners.

### A.2. RELIEF STAFF

Relief staff at a school site are required to apply for and hold a valid WWC Check in accordance with the Act. Relief staff who are not engaged via Casual Staff Seeker are only required to provide evidence they hold a valid WWC Check once they have been offered employment at a school.

Relief staff seeking relief work directly with a school who do not currently hold a WWC Check cannot apply for one until they have an employer to certify their application form. The Department only becomes their employer once they have offered the relief staff member employment. Therefore, if a school insists relief staff have a WWC Check prior to going on the relief list, some may not be able to provide evidence of their application as they may not have an employer to certify their WWC Check application.

It is suggested schools obtain WWC Check details where possible from relief staff seeking work. If details cannot be provided, then once the relief staff member is offered relief work, the site manager (or their nominee) can sign the WWC Check application form and instruct the relief staff member to lodge the application and produce the receipt as evidence, before they commence employment.

Relief staff seeking to join a casual relief pool coordinated by Recruitment are required to have a WWC Check to join the pool. A school site manager (or their nominee) or a representative from Recruitment can sign the WWC Check application form to allow the staff member to be eligible to join the nominated pool.

Relief staff added to Casual Staff Seeker from a casual pool will need to maintain a valid WCC status. Renewal applications for relief staff already in a relief pool can be signed by a representative from Recruitment or a school site manager (or their nominee). Relief staff must provide their application receipt or new card to the school upon commencement at the site.

Site managers are responsible for making staff aware their employment is subject to the provision of their valid WWC Check details.

### A.3. NON-SCHOOL BASED STAFF

Many employees based at non-school locations do not require a WWC Check as they are not engaged in child-related employment and have no contact with children through their role. However, there are a number of positions based at non-school locations who do engage in child-related employment.

Employees based at non-school locations are required to apply for and hold a valid WWC Check if their usual duties:

- involve contact with a child
- are in connection with a category of child-related work.

**Guidance**

Examples of non-school based employees that may require a WWC Check include:

- An Investigator from the Standards and Integrity Directorate who is required to interview children.
- A Lead School Psychologist based at a Regional Education Office.

Visit the Department of Communities WWC website [www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au) for a list of categories of child-related work and a definition of 'contact' in the Act.

**A.4. SEASONAL STAFF**

Seasonal staff are casual employees who are appointed to undertake a specific role, which is usually needed on one or two occasions per year for a very limited tenure. Examples include, exam writers/markers/invigilators, specialist assessors, and swimming instructors/supervisors.

Seasonal staff are required to apply for and hold a valid WWC Check if their usual duties involve contact with a child and are in connection with a category of child-related work

WWC Check information for seasonal staff attending school sites should be recorded on the WWC Recording System to verify WWC Check validity.