

# Working with Children Check bulletin

## Contractors and Working with Children Check obligations

The Working with Children (WWC) Screening Unit is aware of some confusion about the need for contractors to have a WWC Check. The following information is provided to help organisations understand and meet their obligations under the *Working with Children (Screening) Act 2004* (the Act).

Please note, for the purpose of this bulletin the term contractor refers to a non-employee, for example an individual who is self-employed or employed by a third party.

- Complying with the Act does not mean that all staff and/or volunteers at the organisation must apply for a WWC Check.
- For a contractor to be eligible for a WWC Check, the **usual duties** of their role must involve, or be likely to involve, **contact** with a child in connection with at least one of the categories of **child-related work**, and no [exemptions](#) apply.
- **Incidental contact**, for example walking past a child in a hallway, does not meet the definition of contact.
- Below are examples of work that are unlikely to require an external contractor to hold a WWC Check:
  - Working in a cordoned off building site.
  - Testing or installing security or alarm systems.
  - Pest control (e.g., where the use of pesticides would require exclusion of children from the area).
  - Maintaining equipment (e.g., stocking a vending machine).
  - Other construction/maintenance tasks (e.g., plumbing, painting, concreting, or electrical services).
- It is an offence under section 35(b) of the Act, to provide false or misleading information to the Chief Executive Officer of the Department. An employer is obliged to verify on the Application for a WWC Check Form that the person is in, or proposed to be in, child-related work, as defined under the Act.
- The WWC Screening Unit is not obliged to process applications received from people who are not in child-related work or who are ineligible to apply. These applications may be withdrawn, and no refund issued to the applicant.

- An organisation's policy cannot override the requirements of the Act.
- The WWC Check is one of a number of child safety measures. To find out more about the other strategies your organisation can utilise, visit the Department of Communities' [Child Safe Organisations Knowledge Hub](#).

Please contact [WWCCommunityengagement@communities.wa.gov.au](mailto:WWCCommunityengagement@communities.wa.gov.au) if you have further queries.

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)