



Factsheet APP01

Consent

Informed and ongoing

The Working with Children (WWC) Check is a compulsory screening strategy in Western Australia (WA) and the Christmas and Cocos (Keeling) Islands for people who engage in [child-related work](#) under the [Working with Children \(Screening\) Act 2004](#) (the Act).

This factsheet provides a summary of what you are consenting to when you lodge an [application](#) for, or [renew](#), a WWC Check and whilst you hold a valid WWC Card. For the exact wording please refer to the Act.

If you require assistance translating or interpreting the information in this factsheet, please call the Translating and Interpreting Service (TIS National) on 131 450.

What am I agreeing to?

When you complete and submit a WWC Check application or renewal, you provide consent to the WWC Screening Unit to undertake a Nationally Coordinated Criminal History Check and assess whether you may be a risk of harm to children.

As the WWC Check is continuously monitored and valid for three years, by signing the application or by submitting a renewal, you are also providing ongoing consent to the collection, use and disclosure of information about you that is relevant to whether you should continue to hold a WWC Card.

When you apply for, or renew, a WWC Check, you are consenting to the [outcome](#) of the application or renewal to be sent to your employer, volunteer organisation or **education provider**. Please note, the reasons for the outcome will not be shared.

The WWC Screening Unit automatically uses electronic means (email and SMS) as a way of communicating with you about the application process, outcomes, or notices. It is your responsibility to check these forms of communication regularly. If you do not consent to the use of electronic communication, please submit your request in writing to checkquery@communities.wa.gov.au.

What information is collected, used, or disclosed?

To assess your suitability to hold a WWC Card, the WWC Screening Unit will undertake initial and ongoing monitoring, and risk assessment of the following:

- Any relevant criminal history information, such as charges, **pending charges**, court outcomes and information about the circumstances related to relevant offences.
- Information from a conduct review authority, such as disciplinary and misconduct outcomes and related information.
- Notifications and information from other government agencies within WA and interstate, as set out in the Act and its Regulations. This includes:
 - information from the Director of Prosecutions in any jurisdiction
 - information for adverse outcomes in other jurisdictions by way of the Working with Children National Referencing System
 - the sharing of criminal history information from WA Police with other Commissioners of Police, the Australian Criminal Intelligence Commission, equivalent WWC screening units and other bodies that may be prescribed in the [Working with Children \(Screening\) Regulations 2005](#).
- Any other information that is deemed to be **relevant information** to your suitability to hold a WWC Card such as:
 - child protection orders
 - reports from professionals, e.g., psychologists and doctors
 - relevant information for a WWC purpose from Departments of Education and Health
 - obtaining **prescribed reports** from the Department of Justice.

How is my personal information stored?

Your personal information is stored in accordance with our [Privacy Policy](#).

Can I withdraw my consent from ongoing monitoring?

Once you have a valid WWC Card you can only withdraw your consent to ongoing monitoring by stopping any child-related work, and contacting the WWC Screening Unit to make a request in writing, to have your [application withdrawn](#) or for your [WWC Card to be cancelled](#).

Who do I contact if I have any concerns?

If you have any questions, please contact the WWC Screening Unit at checkquery@communities.wa.gov.au before signing and submitting your application.

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