

Factsheet ORG13

Working with Children Check

Aboriginal organisations

Below is a list of **categories** of [child-related work](#) that may apply to employees and **volunteers** of Aboriginal organisations, where a person has a role that involves, or is likely to involve, **contact** with children as part of their **usual duties**.

This table is a guide only and not intended to be exhaustive. It does not include all circumstances or variations based on the specific role and associated responsibilities. The examples provided may also be subject to [exemptions](#).

Categories may include:	Roles may include:
 <p>3. An educational institution for children</p>	<ul style="list-style-type: none"> • non-teaching staff, including school administrators, cleaners, gardeners, and front office staff.
 <p>4. A coaching or private tuition service of any kind</p>	<ul style="list-style-type: none"> • people delivering instructional sessions to children within schools e.g., dance or cultural sessions • people who teach dance, art, language, culture or music specifically to children whether as part of a class or as one-on-one instruction.
 <p>5. An arrangement for the accommodation or care of children</p>	<ul style="list-style-type: none"> • staff providing 'out of home' respite or residential care services • staff providing 'in home' respite care services for children with disabilities.
 <p>8. A detention centre</p>	<ul style="list-style-type: none"> • teachers, counsellors, medical officers and others who provide services to young people at the detention centre (whether employed by the detention centre or not) • legal aid officers who see the young people at the detention centre, including by phone or online applications • volunteers in the Elders program who provide support to young people at the detention centre

	<p>9. A community child health service</p>	<ul style="list-style-type: none"> • staff and volunteers who have contact with patients at a community child health service • non-ward based staff and volunteers who have contact with patients at Perth Children’s Hospital.
	<p>10. A counselling or other support service</p>	<ul style="list-style-type: none"> • people providing counselling or other support services to children, including by phone or web-based applications.
	<p>12. A club, association or movement</p>	<ul style="list-style-type: none"> • coaches/tutors/instructors providing activities to children • referees/umpires/judges of junior teams or junior competitions.
	<p>13. A ward of a public or private hospital</p>	<ul style="list-style-type: none"> • an all-purpose orderly on a ward at an Aboriginal medical service or country health service where children are ordinarily patients.
	<p>14. A baby sitting or child minding service</p>	<ul style="list-style-type: none"> • reception staff who look after children while their parents are in meetings or appointments.
	<p>15. An overnight camp</p>	<ul style="list-style-type: none"> • people running activities for children at overnight camps • people supervising children at overnight camps regardless of whether the person is staying overnight themselves.
	<p>16. A transport service specifically for children</p>	<ul style="list-style-type: none"> • driver, bus aide or bus warden on private coach services for children • community patrol bus service provided to transport children.

Frequently asked questions

We want to make sure all the children in our community are safe, can we ask all employees and volunteers to have a Working with Children (WWC) Check?

No. Only employees/volunteers who engage in child-related work, and no exemption applies can get a WWC Check.

The WWC Check is only one strategy to keep children safe. There are many things that organisations can do to make sure they are child-safe and child-friendly. For more information visit the [Department of Communities Child Safe Organisations Knowledge Hub](#).

Can the CEO and board of our organisation apply for a WWC Check?

This will depend on whether the usual duties of their roles include, or is likely to include contact with children, that is more than **incidental contact**.

If the CEO or board member only attends meetings after hours and does not have contact with children as part of their role, then they do not need a WWC Check. If the usual duties of their role includes engaging with children, such as driving the bus or providing cultural instruction for children then they need a WWC Check (subject to any applicable exemptions).

We are part of the Western Australian Aboriginal Ranger Program and some of the rangers are under 18. Do the other rangers and management need a WWC Check?

No. The definition of contact does not apply to employees of the same employer.

An employee is unable to attend an Australia Post Outlet to lodge their application. How can he/she apply for a WWC Check?

The WWC Screening Unit recognises that some applicants will not be able to attend an Australia Post Outlet to lodge their application. Depending on the individual's circumstances, the WWC Screening Unit may approve the applicant for an alternate lodgement process. For more information and to obtain approval, telephone 1800 883 979 or email checkquery@communities.wa.gov.au.

One of our employees or volunteers has been issued an Interim Negative Notice / Negative Notice, what happens now?

When you are notified that an employee or volunteer has been issued with an **Interim Negative Notice** or **Negative Notice** you must remove them from child-related work immediately. If you are unsure what this means, please contact the Community Engagement Team on 1800 883 979 or by emailing checkquery@communities.wa.gov.au.

One of our community members has been issued with a Negative Notice and has asked for help to write a submission. Are we allowed to help them?

Yes. Applicants can have someone help them with their submission. This could be someone they trust, getting assistance from an interpreter, or seeking independent legal advice. For information on how to write a submission see [Factsheet NEG02 – Making a Submission](#).

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