



Factsheet PAR01

Working with Children Check Tips for parents

The Working with Children (WWC) Check is a child safety strategy which provides ongoing screening of people who engage in [child-related work](#). This factsheet provides some points for you to consider when engaging someone to look after or work with your child. If you require assistance translating or interpreting the information in this factsheet, please call the Translating and Interpreting Service (TIS National) on 131 450.

Who needs a WWC Card to work with my child?

A person is in child-related work, and requires a WWC Check, if the **usual duties** of their role involve, or are likely to involve, **contact** with a child in connection with one of the **categories** of child-related work, and no [exemptions](#) apply.

This means that individuals that you are engaging to work with your child, such as a babysitter, nanny, tutor, sports coach, driving instructor, dance teacher or a children's entertainer may need a WWC Card. This includes services provided to your child electronically, such as online counselling. To find out more about visit [WWC Check - Who needs a WWC Check?](#)

Why should I ask to see the WWC Card?

By sighting the WWC Card, you ensure that the person you are engaging to work with your child has not been deemed to be an unacceptable risk of harm to children. If you don't check if they have a WWC Card, you can't be certain they have one.

How do I check the validity of the WWC Card and why should I check?

Use the [WWC Card validation](#) tool on the WWC website to confirm that the WWC Card you have sighted is still valid and has not been [cancelled](#).

If the person does not have a WWC Card, but has applied for one, they can use their receipt to prove that they have a [pending application](#). A person is permitted to work with children if they have lodged an application, even though they may not have been issued with a WWC Card.

However, a person cannot work with a pending application if they have a conviction or **pending charge** for a **Class 1 offence** or have been issued with an **Interim Negative Notice** or

Negative Notice. You can check the [status of their application](#) on the WWC website.

Does a self-employed individual have to show me their WWC Card?

Whilst there is no legal obligation for a self-employed individual to show you their WWC Card, it is strongly recommended that you ask to see and verify that the person has a valid Card. If the individual is unable or unwilling to produce their WWC Card, then due consideration should be given as to whether you wish to use their services or seek another provider who does have a WWC Card.

Must an individual, who is employed / engaged by an organisation, show me their WWC Card?

No, if you found an individual through an organisation, i.e. a babysitter through a babysitting company, this person does not need to show you their WWC Card. The obligation is on the organisation to ensure that any employee that is engaged in child-related work has a current and valid WWC Card. Whilst there is no legal requirement for an organisation to release this information, you are still able to ask them to confirm that the person has a current WWC Card.

What do I do if they refuse to show me their WWC Card, or their employer will not confirm that they have one?

Should you have any concerns that a person may be undertaking child-related work without a WWC Card, contact us, the WWC Screening Unit at checkquery@communities.wa.gov.au, with their name, contact details and organisation details (if applicable) and we will follow this up.

If you have any concerns about the individual's suitability, accreditation or conduct or that of the organisation, you should consider not using their services and seek another provider who does have a WWC Card.

My neighbour has offered to babysit my child as a favour – do they need a WWC Card?

No, this would be considered a private **informal arrangement** and a WWC Card is not required in this scenario.

However, if this becomes a **formal arrangement**, then your neighbour would need a WWC Card. An example of a formal arrangement might include a person advertising their services.

What is the parent volunteer exemption?

In some circumstances parents may be exempt from applying for a WWC Check, this is called a parent volunteer exemption. Refer to [Factsheet CRW03: Exemptions, The parent volunteer exemption](#) for more information.

Please note, a person with a current Interim Negative Notice or Negative Notice is unable to access the child volunteer exemptions or parent volunteer exemption. For further information refer to [Factsheet CRW04: Exemptions, Narrowing of access](#).

When might I be considered an employer and what are my obligations?

Sometimes parents employ someone directly, to work with their children, for example a nanny or an au pair. If that person is not self-employed or working for an agency or other organisation, then you are the employer.

As an employer of someone in child-related work in Western Australia there are certain obligations you have under the [Working with Children \(Screening\) Act 2004](#). Most importantly, you must remove from child-related work immediately if they are issued with an Interim Negative or Negative Notice. For further information please visit [WWC Check - Obligations and compliance](#).

What are some other ways I can help keep my child safe?

The WWC Check is only one of many child-safe strategies. For information about other ways that you can help keep your kids safe, please visit the Department of Communities' [Child Safe Organisations Knowledge Hub](#).

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