



## Working with Children Check - New Employees

### New Employees

#### New staff member without a WWC Check card

- Applicant applies for a WWC Check.  
(Assistance in Completing WWC Application)
- Applicant includes RCH as the employer on the application form.
- Applicant receives Application Receipt Number (valid for 60 days) upon lodgement.
- Applicant informs People & Culture of Application Receipt Number.
- Upon satisfactory assessment of the police record check results and application receipt for a working with children check (in line with RCH Pre-Employment Safety Screening policy) People & Culture can offer employment and confirm commencement date.
- New staff member is able to commence working based on a satisfactory police record check and application for the WWC check.
- People & Culture receives a (Positive / Interim Negative / Negative) Assessment Notice from the Department of Justice (DoJ).

#### New staff member with a WWC Check card

- People & Culture sights the WWC Check card, makes a copy and signs this with 'true copy of original'.
- People & Culture validates Assessment Notice / Card number on the DoJ website.
- Staff member changes employee details with the DoJ.
- Upon satisfactory assessment of the police record check results (in line with RCH Pre-Employment Safety Screening policy) People & Culture offer employment and confirm commencement date.
- New staff member is able to commence working based on a satisfactory police record check and presentation of the WWC card.
- People & Culture receives a Notice from the DoJ if the assessment changes to Interim Negative or Negative.
- See process above.

For more information please read the [pre employment safety screening policy](#).

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