



Frequently Asked Questions - Working with Children Checks

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Q: Are WWC Checks compulsory?

A: WWC checks are mandatory for all RCH staff and volunteers. Further FAQs on the compulsory process can be found on the [Department of Justice website](#).

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Q: A staff member has already had a police check done, does the person still need a WWC check?

A: Yes, the WWC check is legislation and every person in Victoria working with children will need a WWC check. The requirement for a National Police Record check is RCH policy and is in addition to the WWC.

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Q: When can I apply for a WWC check?

A: You can apply for a WWC check at anytime at any Australia Post outlet.

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Q: What does the application process entail?

A: A WWC check application form is available from any Australia Post outlet or via the People and Culture office here at RCH. It must be filled in stating the Royal Children's hospital as the employer and all other details as per the instructions via the following link: [Assistance with Completing the WWC Check Application Form](#).

It is essential that you have all the required documentation with you; this includes an original completed application form, current and original proof of identity documents (e.g. a passport, driver's licence and utilities notice) a current passport photo.

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Q: I need assistance in filling in the application form, what should I do?

A: Your departmental or divisional coordinator can assist you . Alternatively instructions are available via the following link: [Assistance in Completing the WWC Check Application Form.](#)

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Q: How much does a WWC check cost?

A: Staff members applying for a WWC check at an Australia Post outlet will pay \$77.80. There is no fee required for volunteers.

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Q: Is the cost for the WWC Check tax deductible?

A: Most likely, please check with your tax advisor. The WWC Check is GST exempt.

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Q: Do interstate or international employees need a WWC check?

A: Anyone who engages in work in Victoria that has direct child contact and is not directly supervised will need a WWC check. Interstate applicants need to contact the Department of Justice to obtain an interstate application form. This can be lodged from interstate and requires certified copies and two photographs.

Overseas employees (or employees who have been overseas for a long period of time) need to apply for a WWC check at any Victorian Australian Post Office as soon as they arrive in Australia.

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Q: How does RCH know that a staff member has had a WWC Check done?

A: When applying for the WWC check, please include The Royal Children's Hospital as the employer. Once the WWC check has been finalised the staff member will receive a WWC card, this needs to be shown to Human Resources. The card is person specific but does not have to be carried during ongoing employment once an authorised copy is included in the employee file. RCH gets notified if the status of the WWC assessment changes during employment.

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Q: What happens to lost, stolen or damaged cards?

A: The cost of an Employee WWC Check replacement card is \$16. A WWC Check is free for volunteers; consequently there is no cost for a Volunteer WWC Check replacement card.

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Q: Can I work while my application is being processed?

A: When you lodge your application, Australia Post will verify and issue to you your application receipt to prove that you have applied for a WWC Check. While your application is being processed, the Act allows you to:

- Continue to perform child related work

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Human Resources : Frequently Asked Questions - Working with Children Checks

- Apply for child related work
- Commence child related work

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Q: I am a school teacher do I require a WWC?

A: Teachers with current registration with the Victorian Institute of Teaching are exempt from needing a WWC Check for any 'child-related work' as they are already checked by a similar scheme. Please present this card to the People & Culture department before starting at RCH.

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