

2.2 Record Checks and the Working with Children Card

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Policy

- [Working with Children Card - CPFS Staff and Carers Policy](#)
- [Criminal Record Check Policy](#)
- [Overarching CPFS Record Screening Policy](#)

Purpose

To advise child protection workers of the requirement for appropriate and up-to-date Department client and child protection record checks, criminal record checks and Working with Children Checks for any person engaged by the Department to work with children.

Legislative Authority

[Working with Children \(Criminal Record Checking\) Act 2004](#)

Standards

[Better Care, Better Services - Standards for Children and Young People in Protection and Care](#)

Practice Requirements

- Department workers engaging/employing another person or granting them permission to supervise a child or otherwise undertake child-related work, must initiate and confirm the completion of the relevant department record checks, criminal record checks, and Working with Children (WWC) Checks.
- Child protection workers are responsible for initiating and confirming the completion of Department record checks, criminal record checks and WWC Checks on all persons who engage in one to one activities with the children on their case loads.
- Child protection workers must notify the Department's Screening Unit if they become aware of any person having been charged with, or convicted of, Class 1 or Class 2 offences, or any other offence that the Department assesses as inappropriate for them to carry out child-related work.
- Where a child protection worker or employee is unclear regarding the level and type of checking that is required, a decision must be made in consultation with their line manager and the Department's Screening Unit.

Process Map

Not applicable

Procedures

- [Record screening policies](#)
- [Working with Children Card](#)

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Record screening policies

The Department's record screening policies and associated procedures are outlined in a number of entries in the Administration Manual 1.2 Recruitment and Selection (links to the relevant entries are in related resources).

Further information is also available in the related resource: Guide to Determine When a Department Record Check is Required.

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Working with Children Card

- For further information regarding the requirement for carers to have a WWC Card see Chapter 2: Working with Children Card - Application and Renewal Requirements for Carers.
- For further information regarding the requirement for workers to have a WWC Card see Administration Manual 1.2 Recruitment and Selection entries (links in related resources).
- Further information about WWC Checks and legislation is available on the Working with Children Check website: www.checkwwc.wa.gov.au.

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