

GENERAL INFORMATION*

Lead Area:	Rugby Governance
Lead Procedure Title:	WORKING WITH CHILDREN CHECK PROCEDURE
Procedure Reference No:	WAG 2
Adapted by:	Rhydian Lewis
Date last modified:	December 2016

SCOPE OF RESPONSIBILITY

- To ensure that all RugbyWA staff abide by Working with Children governance laws.

STEP BY STEP PROCESS

- The procedure for applying for a Working with Children Check is as follows:

Step	Description of action	Responsible
1	WWCC Database Manager to provide WWCC Forms (from post office).	WWCC Database Manager
2	Staff member to fill out form & return to WWCC Database Manager for review & sign off	New staff member & WWCC Database Manager
3	Staff member to take form to Post Office along with passport, drivers license with current address OR bank card and Medicare card. Staff member to pay the fee	New staff member
4	Staff member to fill out RugbyWA Reimbursement Form and send to HR with receipt.	New staff member
5	Database Manager to track application using receipt details and link https://workingwithchildren.wa.gov.au/application-status-check	WWCC Database Manager
6	Update spreadsheet with WWC card details and file the approval together with the photocopy of receipt. All records to be kept.	WWCC Database Manager
7	If a person already has a WWCC, then Database Manager to check validation of card at https://workingwithchildren.wa.gov.au/card-validation and add details to the database	WWCC Database Manager

OTHER INFORMATION

RENEWALS

Renewals can be lodged online if:

A WWC Card is currently valid but is due to expire between three and one month;

Have had no changes in name since previous application;

New Staff Member to register using the online renewal form.

Link <https://workingwithchildren.wa.gov.au/renewalhome/emailregister>

New Staff Member to complete and update information in the WWC online renewal form. The online renewal form will automatically list information from your previous WWC Check application, except for your employer representative's details, which the Database Manager can supply.

DOCUMENTS REQUIRED BY YOU TO FOLLOW THIS PROCEDURE

- Working With Children Application Form
- RugbyWA Reimbursement Form