



Government of South Australia  
Department of Human Services

# Working with Children Check

Information for  
Organisations



# Working with Children Check

## Information for Organisations

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# 1. Overview

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The [Child Safety \(Prohibited Persons\) Act 2016](#) (**Prohibited Persons Act**) commenced on 1 July 2019 in response to recommendations from the Commonwealth's '[Royal Commission into Institutional Responses to Child Sexual Abuse](#)' and South Australia's '[Child Protection Systems Royal Commission](#)'.

The Prohibited Persons Act introduces the Working with Children Check. This check replaces the previous system, where people could have either a:

- DHS/DCSI child-related employment screening, or
- National Police Certificate assessed by their employer.

There are transitional arrangements in place for people who have had a DHS/DCSI child-related employment screening or National Police Certificate assessed by their employer to make it easier to move into the new scheme. The Screening Unit website has more information on [transitional arrangements](#).

A Working with Children Check consists of the central assessment unit (**Screening Unit**) assessing 'assessable information' in relation to a person against the risk assessment criteria set out in the Working with Children Check Guidelines (**Guidelines**) to determine whether a person poses an unacceptable risk to children.

Assessable information includes criminal history, child protection information and disciplinary and misconduct information. The [Guidelines](#) contain further information on assessable information and how a Working with Children Check is conducted.

On completing a Working with Children Check, the Screening Unit will determine whether a person is 'not prohibited' or 'prohibited' from working with children.

The Prohibited Persons Act is concerned with the safety and wellbeing of children. It is important that organisations are not lulled into a false sense of security, thus the focus is on people being 'not prohibited' or 'prohibited' from working with children rather than being cleared or not cleared to do so. See [Chapter 8 The outcome of a Working with Children Check](#).

The Screening Unit monitors Working with Children Checks; a person's status may change as the result of new assessable information. The Screening Unit will notify any organisation that is 'linked' to the person of a change in status.

Individuals can apply online for their own Working with Children Check to ensure job-readiness. The Working with Children Check is valid for five years and transferable between jobs or volunteer positions in South Australia. Organisations can still initiate an application on behalf of their employees. See [Chapter 7 How to apply for a Working with Children Check](#).

Before engaging a new employee to work with children, organisations must verify the person has had a Working with Children Check in the previous five years and is not prohibited from working with children. An organisation's existing employees must be verified every 5 years.

The only way to verify a person has had a Working with Children Check and check their status is online. See [Chapter 6 Verifying a Working with Children Check](#).

## Child safe environments

The Working with Children Check does not satisfy an employer's obligation to ensure that their workplace is safe for children. It is one part of a range of strategies to be used by employers and the community to keep children safe.

Child protection legislation in South Australia requires organisations to provide a 'child safe environment'.

To meet this obligation organisations must have a child safe environments policy in place, meet Working with Children Check obligations and lodge a child safe environments compliance statement.

For more information, visit the [Child Safe Environments](#) webpage.

## Monitoring

Working with Children Checks are monitored.

A person who is not prohibited from working with children is subject to ongoing monitoring of assessable information, which may lead to re-assessment, and possible prohibition of a person.

The Screening Unit receives a range of assessable information from agencies including SA Police and the Department for Child Protection that may affect a person's Working with Children Check status. This information includes new information on criminal charges and court outcomes or a child protection investigation outcome.

New assessable information may result in the Screening Unit conducting an additional Working with Children Check in relation to a person.

Where the outcome of the additional Working with Children Check is that the person is prohibited from working with children, the Screening Unit will notify the person and any organisation linked to that person.

If you requested a Working with Children Check on behalf of your employee, your organisation will be automatically linked to the employee on completion of the check.

If your organisation did not request a Working with Children Check on behalf of an employee (i.e. the person already had a Working with Children Check before commencing work with your organisation), you must link your organisation to the person as part of the verification process. See [Chapter 6 Verifying a Working with Children Check](#).

## Reference to employee, employer and volunteer

Throughout this document, any reference to employee means a person required to have a Working with Children Check under the Prohibited Persons Act. This may be an organisation's paid employee or a volunteer.

The terms employer and organisation are used interchangeably.

The Prohibited Persons Act contains further reference to the terms employed, employee and employer. See section 7 of the [Prohibited Persons Act](#)

## 2. Employer's role and obligations

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The Prohibited Persons Act places new obligations on employers, who must:

- not employ a new person, or continue to employ a person, to a 'prescribed position' unless they have 'verified' that the person has had a Working with Children Check conducted in the preceding 5 years and that they are not prohibited from working with children.

A prescribed position includes a position in which a person works with children or a position in which, during the ordinary course of their duties, it is reasonably foreseeable that a person will work with children. See [Chapter 3 Who needs a Working with Children Check](#).

Verification is the process of 'confirming' that a potential new employee or an existing employee has had a check and is not prohibited from working with children. See [Chapter 6 Verifying a Working with Children Check](#).

- notify the Screening Unit if they become aware of certain information in relation to an employee.

See [Chapter 11 Employers to notify the Screening Unit of certain information](#).

Employers who do not comply with these requirements are guilty of an offence.

As an employer you must:

- Identify roles within your organisation which are prescribed positions. Employees working in these positions need a Working with Children Check. You should also identify roles that are not prescribed positions (and thus do not need a check) or fall under an exclusion, see [Chapter 4 Who does not need a Working with Children Check](#).
- Register your organisation with the Screening Unit and create an Organisation Portal. You must nominate officers to perform certain functions and receive notifications from the Screening Unit. See [Chapter 5 Registering your organisation with the Screening Unit](#).
- Keep your Organisation Portal officer contact details up to date.
- Verify new and existing employees have had a Working with Children Check. You must verify new employees have a check before employing them to a prescribed position. For existing employees, you need to confirm they have renewed their check (every 5 years). This can be done online through your Organisation Portal.
- Keep records of prescribed positions within your organisations and employees who require a check. You must keep records of when you verified an employee had a check and when they are due to renew their check. See [Chapter 10 Record Keeping](#).
- Remind employees to renew their Working with Children Check or commence an application on their behalf. Applications for a new check can be commenced up to six months before an employee's current check expires. See [Chapter 7 How to apply for a Working with Children Check](#).
- Remove from a prescribed position any employee:
  - whose Working with Children Check has expired and ensure the person does not work with children.
  - who is prohibited from working with children, and ensure prohibited persons do not work with children.

If you receive an email from the Screening Unit advising you that a current employee has become prohibited from working with children, you must immediately remove them from a prescribed position. It doesn't matter whether they are paid or unpaid; supervised or unsupervised.

- Seek your own legal advice and check your organisation's policies about how to manage an employee whose check has expired or becomes prohibited.

## 3. Who needs a Working with Children Check?

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Your organisation must not employ, or continue to employ, a person in a 'prescribed position' unless you have 'verified' that the person has had a Working with Children Check conducted in the preceding 5 years, and that the person is not prohibited from working with children.

- Verification is the process of 'confirming' that a potential new employee or an existing employee has had a check and is not prohibited from working with children. See [Chapter 6 Verifying a Working with Children Check](#).

Employers who do not comply with these requirements are guilty of an offence.

A prescribed position includes:

- A position in which a person 'works with children'.
- A position in which, during the ordinary course of their duties, it is reasonably foreseeable that a person will 'work with children'.
- A position set out in the [Child Safety \(Prohibited Persons\) Regulations 2019](#) (the Prohibited Persons Regulations).

A person will work with children if they:

- Provide a service or undertake an activity declared by the Prohibited Persons Regulations.
- Carry on a business in the course of which an employee works with children (whether or not the person themselves works with children).
- Provide a service or undertakes an activity that is 'child-related work' in the course of their employment.

### Child-related work

The Screening Unit webpage contains information on services and activities that are [child-related work](#).

### What is not child-related work?

The Screening Unit webpage contains information on services and activities that are not [child-related work](#).



Please note, a service or activity does not become child-related work just because:

- You employ a child in the course of the service or activity.
- You undertake the service or activity in the same capacity as a child to whom the service or activity relates.
- Children are in the vicinity of a service or activity.

For example: working at a fast food outlet or a supermarket is not child-related work; employing a child (i.e. a 16-year-old) at a supermarket does not make it become child-related work. Similarly, serving children at a restaurant or children visiting a sausage sizzle with their parent does not make the work child-related.

## Who needs a Working with Children Check?

To work out whether a new or existing employee needs a Working with Children Check you must identify the roles within your organisation which are prescribed positions. Employees working in these positions need a Working with Children Check.

You will need to consider:

- Is the person working in a position or providing a service or undertaking an activity covered by the Prohibited Persons Regulations? Employees working in these positions need a Working with Children Check.
- Is the service or activity child-related work? If yes, as part of providing the service or undertaking the activity:
  - will the person work with children; or
  - is it reasonably foreseeable that a person in that position will work with children?

Employees working in these positions need a Working with Children Check.

- Is an exclusion from the requirement to obtain a Working with Children Check available? See [Chapter 4 Who does not need a Working with Children Check](#).

Further information on '[Who needs a Working with Children Check](#)' is available on the Screening Unit webpage.

## 4. Who does not need a Working with Children Check?

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In addition to identifying which roles within your organisation are prescribed positions you may need to work out those roles that are not prescribed positions. Employees in these roles do not need a Working with Children Check.

In certain situations, an employee may work in a prescribed position but not need a Working with Children Check.

Some people, and therefore their employers, are excluded from various requirements of the Prohibited Persons Act (for example, for individuals, to get a check; for organisations to verify a person in a prescribed position has had a check). These people are referred to as 'excluded persons'.

Your employee may work in a prescribed position but be an excluded person (and not need a Working with Children Check) if they:

- Are under 14 years of age.
- Are a member of the South Australia Police or the Australian Federal Police.
- Work with children for 7 days or less. A check is needed if the person works with children for more than 7 days, or the child-related work involves an overnight excursion or activity (e.g. school camp), or close personal contact with children with disability.
- Are a parent or guardian volunteering in an activity with their child where the child-related work is voluntary, provided the work does not involve an overnight stay or close personal contact with a child other than their own.
- Visit from another State or Territory; provided they hold an equivalent check from their home State or Territory, and the child-related work occurs, or is to occur, in the course of an organised event which does not exceed 10 consecutive days.

### **People who cannot benefit from an 'exclusion'**

A person can only be an excluded person if they are not prohibited from working with children and have never been prohibited from working with children.

Some people providing education or early childhood services or residual early childhood services (check the [Prohibited Persons Act](#)) or providing preschool, primary or secondary education to children (for example a teacher) cannot benefit from an exclusion.

## **Working with Children Check not required if work not child-related.**

Your employee will not need a Working with Children Check if they are not engaged in child-related work.

## **Requesting a Working with Children Check when a check is not required.**

Your organisation can still request an employee have a Working with Children Check if they are an excluded person or if they are not working in a prescribed position.

More information on ['Who does not need a Working with Children Check'](#) is available on the Screening Unit webpage.

# 5. Registering your organisation with the Screening Unit

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To commence an application on behalf of an employee, verify a person's Working with Children Check status, check a person is not prohibited from working with children or to notify the Screening Unit of certain information, you need to register your organisation with the Screening Unit and create your Organisation Portal.

Organisations only need to register once. However, if you are a large organisation you may wish to register different areas of your business separately – see the [How to structure your organisation's online portal](#) information sheet.

If you are a sole trader or self-employed you can apply for your own Working with Children Check as an individual. However, if you have employees who require a Working with Children Check you will need to register as an organisation.

## **Nominated officer roles and confidentiality**

Before registering your organisation, you must nominate officers who will perform certain roles. The same individual can do more than one role, and more than one individual can be nominated for each role.

### ***Site administrator***

The site administrator is responsible for structuring the way your organisation manages applications, nominating officers, registering your organisation with the Screening Unit as well as keeping registration details up to date. This includes the contact details for each role.

The site administrator will receive notifications from the Screening Unit when an employee's check expires.

If your organisation did not request a check on behalf of an employee (i.e. the person already had a check before starting with your organisation) the site administrator will receive a notification if the employee becomes prohibited from working with children as the result of a monitoring notification. Site administrators do not have access to any confidential information used as part of the check process.

### ***Requesting officer***

The requesting officer is responsible for commencing applications for a check on behalf of your organisation. They are the primary contact in your organisation for administrative matters related to an application. The Screening Unit will notify the requesting officer of the progress of an application and the outcome of any applications they commenced.

If your organisation requested an employee's check, the requesting officer will also be notified if that employee becomes prohibited as the result of a monitoring notification.

The requesting officer is responsible for verifying any potential or new employees have had a check and are not prohibited from working with children (i.e. where the person already had a check before starting with your organisation). If you decide to employ the person to a *prescribed position* the requesting officer is responsible for 'linking' your organisation to the person. See [Chapter 6 Verifying a Working with Children Check](#).

Please note, if an employee already had a check before starting with your organisation, the site administrator will receive the notification if an employee becomes prohibited as the result of a monitoring notification.

The requesting officer should verify that ongoing employees have renewed their check every 5 years.

Requesting officers do not have access to any confidential information used as part of the check process.

### ***Finance officer***

A finance officer is required if your organisation is paying for Working with Children Check applications online via credit card. They are also required for organisations that have been approved to pay for applications on account.

The Screening Unit may contact the finance officer for payment and invoicing purposes.

### ***Verifying officer***

The verifying officer is responsible for verifying an individual meets the requirements of a [100-point identification check](#). Verifying officers must not be closely related to applicants and must have certain credentials. See the [Permitted Verifiers](#) information sheet.

Please note, this 'identity verification' is different to the 'verification' process required under the Prohibited Person Act where your organisation is obliged to verify that a potential new employee or an existing employee has had a check and is not prohibited from working with children.

As described above, your organisations requesting officer is responsible for verifying a person has had a Working with Children Check and is not prohibited from working with children. See [Chapter 6 Verifying a Working with Children Check](#).

## Up to date Organisation Portal details

It is important that the contact details of your organisation's nominated officers are always kept up to date. If the Screening Unit does not have up to date contact details your organisation may not receive important information.

The site administrator should ensure that when someone leaves your organisation that the person's details are inactivated and that a new person's details are added. Notifications will only be sent to active users.

If you have not updated your Organisation Portal for a while, it is a good time to review its structure, ensure the right people are in the nominated positions and that their details are up to date.

### *Authorised officer*

Your organisation is no longer required to nominate an authorised officer. To simplify the structure of an organisation's portal and who the Screening Unit will notify, this role has been absorbed by the site administrator and requesting officer.

Please note, the system currently provides for an 'authorised officer', it will be removed in coming months'. You should update your nominated officers accordingly.

## Register an organisation

To register, you will need your organisations Australian Business Number (ABN), business and email address and contact details of nominated officers.

When submitting 'user' (nominated officer) details you must provide a person's work email address and telephone number. It is important that generic, or group email addresses or telephone numbers are not provided. The Screening Unit will send sensitive information to these addresses, so you should monitor who has access to these email addresses.

The registration process is commenced [online](#) and can be accessed via the Screening Unit [webpage](#). Instructions are provided to assist as you move through the registration process.

Once the site administrator has set up the Organisation Portal, nominated officers ('users') will receive an email from the Screening Unit enabling them to set up their individual Organisation Portal logon.

## What you can do through your Organisation Portal

Through your Organisation Portal, you can:

- Verify that a potential new employee has had a Working with Children Check and is not prohibited from working with children.
- Link your organisation to an employee (if your organisation did not start their application for a Working with Children Check) if you are employing them to a prescribed position.
- Verify that your existing employees continue to have a valid Working with Children Check.
- Commence an application for a Working with Children Check on behalf of an employee.
- Pay for an application on behalf of an employee.
- Notify the Screening Unit of information.

More information on each of these processes is described below.

# 6. Verifying a Working with Children Check

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The Prohibited Persons Act makes it an offence to employ, or continue to employ, a person to a prescribed position unless your organisation has verified that the person has had a Working with Children Check conducted in the preceding 5 years, and that the person is not prohibited from working with children.

Verification is the process of 'confirming' that a potential new employee or an existing employee has a check and is not prohibited from working with children. It is a legal requirement under the Prohibited Persons Act.

Once you have verified a check you should generate a 'Certificate of Interrogation' as evidence of the verification.

The verification process also requires your organisation to connect or 'link' new employees (who have already had a check before starting with your organisation) to your organisation, which allows the Screening Unit to notify your organisation if an employee that is linked to you becomes prohibited or an employee's check expires.

## When you must verify a Working with Children Check

- You must verify a new employee has had a Working with Children Check before they can commence working in a *prescribed position*.
- You must verify that current employees, who work in a *prescribed position*, have a valid Working with Children Check every 5 years.

Through your [Organisation Portal](#), your organisation can verify a Working with Children Check. The system will allow you to link your organisation to your employees.

If a person has multiple jobs where they work with children, all their employers are required to verify the person has had a check and provide their information to the Screening Unit. Multiple organisations can be linked to a person. All linked organisations will receive notifications from the Screening Unit.

For example, if a person is a social worker working with children for their paid employment and volunteer as a junior football coach and with a scout's group, all three organisations must verify and link to the person and all three would receive a notification if the person was prohibited.

## How to verify a Working with Children Check

### *New employees*

If your organisation commenced an application for a Working with Children Check on behalf of a potential new employee, the Screening Unit will notify the requesting officer of the outcome of a Working with Children Check by email, satisfying your organisations verification requirement. Your organisation will be automatically linked to the employee on finalisation of the check.

If the new employee already has a check (they either obtained it themselves or through another organisation) you can verify the employee has had a Working with Children Check and is not prohibited through your [Organisation Portal](#).

You will need to obtain the person's full name (the name the check was conducted under), date of birth and Screening Reference Number.

Verification is undertaken by clicking on the 'WWCC Registration of Interest' button on your portal's landing page and scrolling down to the heading 'Register your interest – Search'. Complete the details and search the registration database.

Once you have submitted the request a report will appear at the bottom of the screen. The results will confirm the name, date of birth and Screening Reference Number of the person who is the subject of the search and the outcome of the check.

Please note, where a person had a child-related employment screening (under the old scheme) the system advises whether a person is 'cleared'. Where a person has had a Working with Children Check under the Prohibited Persons Act the system will advise whether a person is 'not prohibited' or 'prohibited'. The date the check is valid to will also be provided.

Once you have verified that the individual has a Working with Children Check and is not prohibited from working with children, you can generate a 'Certificate of Interrogation' by clicking on the 'Generate Certificate' button. The certificate records the time and date of the search, the individual searched, their Working with Children Check status and who did the search.

If your organisation decides to employ the person to a prescribed position you must then 'link' your organisation to the person. For new employees, repeat the process above and in the result section of the screen click the 'Register Interest' button to link your organisation to the person.

The verification and linking process can happen as part of the same process or separately.

### ***Current employees***

You must verify ongoing employees working in a prescribed position have a valid Working with Children Check every 5 years.

You will need the employees full name, date of birth and Screening Reference Number.

As described above verification is undertaken by clicking on the 'WWCC Registration of Interest' button on your portal's landing page and scrolling down to the heading 'Register your interest – Search'. Complete the details and search the registration database. You can then follow the steps described for new employees.

Please note, there is no need to relink to the employee, the system will advise whether your organisation is linked to the person.

You may also verify multiple employees at the same time by clicking on the 'Search my Rol' from your portal's landing page. This search will allow you to search multiple employees through various criteria such as a date range or status search. Once you have checked an employee has a valid check you can click on the 'Action' button and select 'Generate Certificate'. This will generate a Certificate of Interrogation, which is a document that is evidence you have verified the person has a check.



## What will the Screening Unit notify?

The Screening Unit will notify organisations of the progress and outcome of any applications they commence and will notify organisations linked to a person of a change in an employee's check status (i.e. they become prohibited from working with children) and when the check expired.

Your organisation's site administrator will receive a notification when an employee's check expires. If your organisation did not commence an employee's application (i.e. the person already had a check before starting with your organisation), the site administrator will receive a notification if an employee becomes prohibited as the result of a monitoring notification.

The Screening Unit will notify the requesting officer of the progress of an application and the outcome of any applications the requesting officer commenced. If your organisation started an employee's application, the requesting officer will be notified if that employee becomes prohibited as the result of a monitoring notification.

Confidential information used as part of the check is not provided to either officer.

## 'Unlinking' your organisation from a former employee.

You must remain 'linked' to all employees working in a prescribed position.

If an employee no longer works for your organisation, you can 'unlink' your organisation from the former employee through your [Organisation Portal](#).

Unlinking can be done in several ways:

- You can use the 'WWCC Registration of Interest' button on the portal landing page and search for the former employee using the 'search' function at the top right of the screen. Once the employee's details appear click on the 'Deregister' button.
- You may follow the process described to verify a person by selecting the 'WWCC Registration of Interest' button on your portal's landing page and scrolling down to the heading 'Register your interest – Search'. Complete the details and search the registration database. Once the employee's details appear under the results click the 'Deregister' button.
- You may also use the 'Search My Rol' button on the portal landing page and searching for the former employee. Once you have submitted the request a report will appear at the bottom of the screen. The results will confirm the details of the person who is the subject of the search.

Highlight the 'Action' button, scroll down and click on the 'Deregister Interest' link.

Once a former employee is no longer linked to your organisation you will no longer receive notifications from the Screening Unit if the employee becomes prohibited as the result of a monitoring notification or when a check has expired.

## 7. How to apply for a Working with Children Check

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Individuals can apply for their own Working with Children Check or you can apply for a check on behalf of your employee.

### Organisations

Through your Organisation Portal your organisation can commence an application for a Working with Children Check on behalf of an employee. Before starting an application on their behalf, you will need to know:

- Your Screening Unit login details.
- What type of check to apply for (organisations can apply for any of the checks the Screening Unit offers through their Organisation Portal).
- The individual's full name, date of birth and email address.

You can logon to your [Organisation Portal](#) from the Screening Unit web page.

Applications can be commenced by clicking on the 'New Application' button on your Organisation Portal landing page and completing the application details.

When your organisation has completed the initiating component of the application, the Screening Unit will email login and password details to the person, allowing them to complete and submit the application. The individual can choose whether to progress the application.

To complete their application your employee will need:

- Information about their full legal name and any other names they may have, including previous names, maiden name, names legally changed, aliases and informal names (like nicknames).
- Current address and 10 years of address history.
- Information to prove their identity; see [100 points of identification](#).

## Individuals, sole traders and self-employed

If you are a sole trader or self-employed, and you have employees who require a Working with Children Check you will need to register as an organisation.

If you are a sole trader or self-employed and have no employees, you can apply for your own Working with Children Check, as an individual.

Individuals can apply for their own Working with Children Check via [submit your own application](#) from the Screening Unit webpage.

To complete an application, individuals will need their name and address information described above and information to prove their identity.

## When to apply for a Working with Children Check

A person must not work with children unless a Working with Children Check has been conducted in relation to them in the previous 5 years.

Your organisation must not employ, or continue to employ, a person in a prescribed position unless you have verified that the person has had a Working with Children Check conducted in the preceding 5 years, and the person is not prohibited from working with children.

Individuals must have a finalised Working with Children Check before they start working with children.

An application for a new Working with Children Check can be commenced at any time – you should allow up to 6 weeks for the application to be processed.

Applications to renew a Working with Children Check can be commenced up to 6 months before a current check expires.

## Who pays for a Working with Children Check?

It is up to your organisation to determine if you will pay for a Working with Children Check on behalf of your employees.

If you decide to pay for an employee's check, your organisation must commence the application on the person's behalf. If an employee is to pay for their own check, you can still commence an application for a check and require the individual pay for it.

If an individual starts their own application, they will have to pay for their check before they can submit their application.

It is important to note that the Screening Unit does not offer refunds where an individual submits a check and then realises their employer would have paid for the same check.

[Fees](#) for a Working with Children Check are available on the Screening Unit webpage

## Free Working with Children Checks

Volunteers can get a free Working with Children Check.

Foster carers and secondary students undertaking work experience as part of their studies can also get a free check.

Tertiary students may be eligible for a discounted rate, see [fees and payments](#) for information.

A volunteer Working with Children Check can only be used for volunteering.

If your employee works with children as part of their paid employment, a fee must be paid for a Working with Children Check. People working with children as part of their paid employment have always been required to pay a fee for a check. People who have a paid check, can volunteer with children without having to get a new check.

Information on [volunteering with children](#) is available on the Screening Unit webpage.

## Unique identifiers and Screening Reference Number

The Prohibited Persons Act requires the Screening Unit to issue any person who applies for a Working with Children Check a 'unique identifier'. The Screening Reference Number (SRN) is recognised as a unique identifier for the purposes of the Act.

## Withdrawn applications will be processed

The Prohibited Person Act provides the Screening Unit must conduct a Working with Children Check in relation to a person to whom an application has been submitted.

If your organisation commenced an application on behalf of an employee and no longer requires the check (i.e. because the person moved to another position or no longer works for your organisation), you can 'delink' your organisation from the employee.

## Application status

You can check the progress of an application you have initiated through your [Organisation Portal](#).

The progress of an application can be checked by clicking on the 'Organisation Initiated Application Search' button on the landing page and completing the details. Once an application has been finalised you can not search on the status of an application through this search. To search for a finalised application, see [Chapter 6 Verifying a Working with Children Check](#).

Please note, individuals can check on the progress of their application via the [Check Application Status](#) link on the Screening Unit [webpage](#).

## 8. What information is assessed?

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When undertaking a Working with Children Check the Screening Unit will assess 'assessable information' in relation to a person against the risk assessment criteria set out in the Guidelines to determine whether a person poses an unacceptable risk to children.

Assessable information includes criminal history, child protection information and disciplinary and misconduct information.

The [Guidelines](#) contain further information on assessable information and how a Working with Children Check is conducted.

### **Communication during the assessment process**

If you commenced a person's application the Screening Unit will keep your organisation informed during the assessment process. You won't be provided any confidential information as part of the communication process.

Depending on the nature of assessable information in relation to an applicant, there are up to four assessment stages an application may progress through. You will receive an email notifying you when the application moves to each stage. If it remains in a stage for longer than 28 days, you will be emailed advising that it is continuing to be assessed.

## 9. The outcome of a Working with Children Check

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The outcome of a Working with Children Check is that a person is either 'not prohibited' or 'prohibited' from working with children.

### **Not prohibited**

If a person is not prohibited from working with children, they can either commence work with your organisation or continue to work for your organisation.

If your organisation initiated the Working with Children Check application on behalf of the employee, your organisation's requesting officer will be notified of the outcome by email.

If a new employee already has a check (they either obtained it themselves or through another organisation) the person must provide their full name, date of birth and Screening Reference Number to your organisation to allow you to verify the person has had a Working with Children Check and is not prohibited from working with children.

If they are a new employee, the verification process will allow you to link your organisation to the employee to ensure your organisation's site administrator receive notifications from the Screening Unit should the person's check status change or when their check expires.

If a person is not prohibited from working with children, they will be notified of the outcome by email.

## Prohibited

If a person is prohibited from working with children, they must not engage in any child-related work. Employers must not employ or continue to employ a prohibited person in a *prescribed position*. It is an offence to work with children if prohibited or to employ or continue to employ a person who is prohibited from working with children.

A person may be prohibited from working with children by the following means:

- they have been found guilty of a prescribed offence committed as an adult and issued a prescribed offence notice;
- they are prohibited from working with children (however described) in another State or Territory and issued a prohibited interstate or territory notice; or
- as the result of a decision by the Screening Unit that they pose an unacceptable risk to children and issued a prohibition notice.

More information on how a person is prohibited from working with children and any appeal mechanisms is available in the [Guidelines](#).

## Notification of a prohibition

If a person is prohibited from working with children, they cannot commence work with your organisation or continue to work with children in your organisation.

If your organisation initiated the Working with Children Check application on behalf of the person, your organisation's requesting officer, that initiated the application, will be notified of a prohibition by email. If the person already had a check when you employed them, your site administrator will receive the notification if an employee becomes prohibited as the result of a monitoring notification.

If the person is a potential new employee, where your organisation did not commence the employee's application, you will become aware of a prohibition through the verification process.

Prospective employees must provide their full name, date of birth and Screening Reference Number to your organisation to allow you to verify they have had a Working with Children Check and are not prohibited from working with children. The verification process requires you to check a person's status and will allow you to identify if the person is prohibited. See [Chapter 6 Verifying a Working with Children Check](#).

For existing employees, the Screening Unit will notify all organisations linked to the person of the prohibition by email. The notification will only advise the person is prohibited from working with children, it will not provide the reason for the prohibition.

The Screening Unit will notify the person prohibited from working with children in writing.

## Certificates

The Screening Unit does not issue 'certificates' or clearance letters to persons, you must not accept a paper certificate or email confirmation from an individual as proof the person has had a Working with Children Check and is not prohibited from working with children.

Your organisation is legally required to verify that a person has had a Working with Children Check and is not prohibited from working with children. The only way this can occur is online through your Organisation Portal.

# 10. Record Keeping

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It is your organisations responsibility to ensure appropriate records are kept.

You should ensure appropriate records are kept regarding:

- Your organisations prescribed positions.
- Employees who require a Working with Children Check.
- When you verified an employee has a Working with Children Check and is not prohibited from working with children by generating and saving the Certificate of Interrogation.
- When the check is due to be renewed (ensure you have procedures in place to remind employees to get a new check or that you initiate a new one on their behalf).
- When the renewed check was verified (and again, due to be renewed) and evidence of the verification.

The Screening Unit will notify organisations linked to a person of a change in a check status and when a check has expired.

## 11. Employers to notify the Screening Unit of certain information

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The Prohibited Persons Act requires your organisation to notify the Screening Unit if you become aware of certain information in relation to an employee. It is a legal requirement under the Prohibited Persons Act.

You must tell the Screening Unit if you become aware an employee:

- Is prohibited from working with children in another State or Territory.
- Is, or becomes, a registrable offender under the Child Sex Offenders Registration Act 2006.
- Makes a disclosure to the employer under section 66 of the Child Sex Offenders Registration Act 2006.

You must also notify the Screening Unit if you become aware of any assessable information in relation to the person. This includes any serious criminal offence, child protection information or disciplinary or misconduct information.

### How to notify the Screening Unit

You can notify the Screening Unit through your [Organisation Portal](#). The Organisation Portal can be accessed via the Screening Unit web page.

You can notify the Screening Unit in several ways:

- You can use the 'WWCC Registration of Interest' button on the portal landing page and search for the former employee using the 'Search' function at the top right of the screen. Once the employee's details appear click on the 'Section 19' button.
- You may follow the process described earlier to verify a person by selecting the 'WWCC Registration of Interest' button on your portal's landing page and scrolling down to the heading 'Register your interest – Search'. Complete the details and search the registration database. Once the employee's details appear under the results click the 'Section 19' button.



- You can make a notification by using the ‘Search My Rol’ button on the portal landing page and searching for the employee. Once you have submitted the request a report will appear at the bottom of the screen. The results will confirm the details of the person who is the subject of the search.
- Highlight the ‘Action’ button, scroll down and click on the ‘Lodge a Section 19’ notice link.

Your organisation must do this as soon as is reasonably practicable after you become aware of the relevant information.

Once the Screening Unit receives a notification, the Screening Unit will review the information and determine whether to undertake an additional Working with Children Check based on the information.