



WWC Check Sample Compliance Questions

When the Working with Children (WWC) Screening Unit conducts an audit here are some questions employers, volunteer organisations or education providers would be required to answer:

1. How does your organisation identify both existing and new employees, volunteers and students who engage in child-related work?
2. What processes or systems do you have in place to confirm that employees, volunteers and students who engage in child-related work have a valid WWC Card or have applied for one?
3. Do those employees, volunteers or students in child-related work have a valid WWC Card or have they applied for one? If not, what measures are being taken to rectify the situation and within what timeframe?
4. What processes and/or systems do you have in place to confirm that employees, volunteers and students who continue their child-related work renew their WWC Cards one to three months before their current WWC Cards expire?
5. What processes are in place to ensure those who do not have a valid WWC Card and have not applied for one, do not engage in child related work?
6. Do your internal record-keeping processes identify the employees, volunteers and students who engage in child-related work and for these people: <ul style="list-style-type: none">• record their full names and dates of birth?• record the WWC Card number and its date of expiry, or if the WWC Card has not been received, the application number and the date it was lodged?• confirm that the employee, volunteer or student has applied within the required time, if using the five day threshold or prior to a WWC Card expiring?• record that the validity of the WWC Card has been checked on the WWC Check website when a person who already holds a WWC Card takes up a position with your organisation (also recommended periodically during the life of the Card). In addition <ul style="list-style-type: none">• confirm that a person is not employed in child related work if notice from the WWC Screening Unit is received that the person has withdrawn their application or has been issued with an Interim Negative Notice or Negative Notice (these confidential notices should be accessible only to those people who need to know).
7. What internal mechanisms does your organisation have in place to monitor and report on compliance of the WWC Act?
8. Additional or relevant information may be required as a result of an inquiry.