

## Pre-employment screening: Working With Children Checks

Working With Children Checks and Police Checks are different types of pre-employment screening programs which ensure child-safe working environments in Australia. Pre-employment screening of adults and Volunteers who come in contact with children is mandatory and legislated for across most states and territories in Australia. However, there is no national framework setting out the requirements for obtaining a Working With Children Check (or Police Checks) - and each state and territory has their own procedures and requirements.

### Child Safety – Risk Assessment Checklist

This checklist is to be used to assess what treatment is required for any position/activity being undertaken at the Organisation to ensure child safety. It covers all positions and activities regardless of employment status. Hiring managers should use the checklist to assess the risk of the position/activity using the question sets below and then take the appropriate action to ensure child safety is maintained while the individual works in the position/activity.

**Position** = A series of functions undertaken for the Organisation on a regular basis by a fixed, ongoing, casual or contractor employee.

**Activity** = A one off or series of functions undertaken for the Organisation by a casual or contractor employee.

It is based on the [National Standards for Working With Children Checks](#)

The Australian Institute of Family studies outlines the [Relevant legislation and state and territory screening programs](#) and explains the type of system in place in each state. For a more detailed description of the state/territory requirements for obtaining a Working with Children Check, see [Requirements in Australian states and territories](#).

#### Step One: Exemptions (for positions only – not activities)

Is the position exempt from requiring a WWVP/WWCC license? This can be checked by going to the following link based on the location of the role.

- [ACT](#)
- [New South Wales](#)
- [Northern Territory](#)
- [Queensland](#)
- [South Australia](#)
- [Tasmania](#)
- [Victoria](#)
- [Western Australia](#)

Regardless of the exemption of a WWVP/WWCC before, engaging the candidate into the position you must undertake identity, credential reference and checks.

If the position is not exempt, please move to Step Two.

Step Two: Contact

Contact with children assessment		
Category	Question: Does the position/activity...	Y/N
Degree of Isolation	Involve supervising children?	
	Involve being alone with children?	
	Involve activities with children away from organisation location?	
	Involve meeting one-on-one with children? ( <i>This should be avoided where possible</i> )	
	Involve working where children are and including children in the community?	
Online environments	Involve having contact with children via phone, letter, email, and social media?	
	Involve direct one-on-one or group access to children online?	
	Involve supervising child-to-child online contact?	
	Involve online access to a child or children's personal and/or confidential information?	

Step Three: Vulnerability

Working with children assessment		
Category	Question: Does the position/activity...	Y/N
Context	Engage with children with disabilities?	
	Engage with children with additional vulnerabilities?	
	Engage with children with limited support? (e.g. away from home)	
Physical	Involve demonstrating a skill to children?	
	Involve the need for physical contact/touching children?	
	Involve providing a personal service? (e.g. washing, dressing, toileting)	
	Involve transporting children?	
Supervision	Involve personnel having unsupervised contact with children?	
	Engage with children in a way that is not observed or monitored?	
	Involve any of the following: one-on-one supervision, overnight supervision, out-of-town activities, advising or offering guidance to children, spending extended periods of time with children e.g. camps.	
	Involve developing close, personal, long-term relationships with children and/or their parents?	
Authority	Contribute to important decisions regarding the future of children?	
	Have access to personal/confidential information of children?	
	Have a perceived or actual level of authority? (from a child's perspective)	
Role specific	Require specific skills, knowledge, qualifications or service eligibility requirements to undertake a child-related position/role?	
Vulnerability can include:	<i>Physical and mental disabilities, homelessness, children and families impacted by disasters, displaced, migrants, refugees and asylum seekers, children in contact with the law, orphans, unaccompanied minors and the very young.</i>	

**Step Four: Assess the risk**

Based on your responses to **Step Two & Three**, identify the inherent risk of the position/activity using the table below.

		ACTION	
LOW	<input type="checkbox"/> <b>Nil contact</b>	The position/activity does not have contact or work with children <b>(you answered NO to all questions in Step Two and Three)</b>	The organisation <b>does not</b> require the position or person in the position to hold a WWVP/WWCC license. The organisation <b>does not</b> require the activity to be supervised or the person to be on restricted duties.
MODERATE	<input type="checkbox"/> <b>Contact with Children</b>	The position/activity involves or may involve contact with children <b>(you answered YES to any questions in Step Two)</b>	<b>The organisation does</b> require the position and person in the position to hold a WWVP/WWCC license. If the person does not have a WWVP/WWCC they <b>MAY</b> begin in the role provided the organisation has verified their application submission but <b>MUST</b> be supervised at all times by an employee with a WWVP/WWCC. These measures are in place until a copy of the license is provided to [name or email]. They <b>MUST NOT</b> begin child-related work if an interim decision in their application prevents them from working with children and/or they have been denied a clearance or it has been cancelled.
HIGH	<input type="checkbox"/> <b>Working with Children</b>	The position/activity involves working with children <b>(you answered YES to any questions in Step Three)</b>	The organisation <b>does</b> require the position and person in the position to hold a WWVP/WWCC license. If the person does not have a WWVP/WWCC they <b>MAY</b> begin in the role provided the organisation has verified their application submission but <b>MUST</b> be supervised at all times by an employee with a WWVP/WWCC. These measures are in place until a copy of the license is provided to [name or email]. They <b>MUST NOT</b> begin child-related work if an interim decision in their application prevents them from working with children and/or they have been denied a clearance or it has been cancelled.

The information provided above is to be used as a guide only. Individuals are encouraged to check the currency of any information that is provided by contacting relevant departments or organisations. All enquiries about obtaining Working With Children Checks (WWCC) should be made to the state or territory government department responsible.