

**INFORMATION SHEET FOR COMPLETING AND PROCESSING WORKING WITH CHILDREN CHECK**

Example Working with Children’s Check Application Form

**Guidelines for completing part 5**

**Part 5: Child Related Employment Details**

Category of Child Related Work (see page 2, Section 1 and note comments on Category 19 and 20)\*

FOR THE CATEGORY APPROPRIATE TO YOUR SPECIFIC DISCIPLINE AND LIKELY CLINICAL PLACEMENT.

Type of Employment\*

Self Employed OR  Paid Employee OR  Volunteer/Unpaid Position OR  Paid Managerial Officer OR  Unpaid Managerial Officer

Name of Organisation for which you undertake Child-related work

EDITH COWAN UNIVERSITY

Applicant's job title/role in child-related work\*

STUDENT

Organisation's Phone Number

08 134 328

**Guidelines for completing part 6**

Write the name of the person in your School who is responsible for coordinating clinical placements.

**Part 6: Details of the Employer or Agency**

Self employed people, Managerial Officers of body corporates that hold a child care licence and people with an exemption letter do not complete this Part.

Name of Employer/Agency Representative (this person **must** sign the Employer Declaration in Part 7)

ABIGAIL LEWIS

Position of Employer/Agency Representative

CLINICAL COORDINATOR

Street Address of Employer/Agency Representative (must be an Australian address)

Unit Number/Street Number/Street Name (with a gap between words)

270 JOONDALUP DRIVE

Suburb/Town/Locality

JOONDALUP

State

WA

Postcode

6027

Postal Address of Employer/Agency Representative (must be an Australian address)

This is also the position and address to which your notice will be sent if your organisation has arranged for notices to go to a central location

Same address as above

Position to whom your notice will be sent

ECU STUDENT CENTRAL

Unit Number/Street Number/Street Name/PO Box (with a gap between words)

Suburb/Town/Locality

State

Postcode

**Part 7 must be completed by the person identified in Part 6**

## **GUIDELINES FOR COMPLETION OF WORKING WITH CHILDREN (WCC) FORMS**

One of the Criminal Record Screening that students require to undertake for the Clinical practicums is a Working with Children Check (WWC Check). **Students on unpaid placements under 18 years are exempt and SHOULD NOT apply for a WWC Check until they turn 18 years or are paid for the child-related work.**

The Working with Children Screening Unit (The Government of Western Australia – Department for Child Protection) (Oct, 2011): Factsheet 17 states students **“If their course requires that they may or must carry out child-related work as part of their practical training in their course, they require a WCC Check”**.

**Bachelor of Science, Nursing course: A WCC Check is not necessary until stage 4**, when placements may involve being in child-related work.

Possible exceptions to this rule: If there is a placement in stage 1-3 where students will be dealing with a person aged less than 18 years of age in ‘child-related work’ then the student will need to apply for a WWC Check. If a student engages or procure child-related work for no more than five days in a calendar year, the student falls under the Five Day Threshold and the student will need to discuss with the Clinical Coordinator to determine if a WCC Check is necessary, as ‘child-related work’ in placements in stage 1-3 is not a usual occurrence. The receipt given immediately on lodgement by the post office will be sufficient proof of a pending application if it is required, there is no waiting period.

**Double degree -Bachelor of Science, Nursing / Bachelor of Midwifery: WWC Check is necessary from stage 1 – stage 8** as students are in ‘child related work’ on clinical practicum placements in each stage.

### **Process if you already have obtained a WWC Card from another employer/organisation**

1. Students will need to show Student Central (Building 18) their current WCC card so a copy can be taken for the University records.
2. ECU is then added as a secondary employer for those students with the Working with Children Screening Unit.

### **Process if you are applying for a new WWC Check or renewing your card**

1. The application form for WWC Check is available at authorised Australia Post outlets and also at Student Central (18) ECU Joondalup.
2. Once you have shown Student Central your student ID and obtained an application form, the form needs to be filled out by the student and the school officer at Student Central, as they are required to witness the student’s signature and verify all information.
3. The student then takes and lodges the completed form at an authorised Australia Post outlet (<http://apps.nowwhere.com.au/austpost/PostOfficeLocator/default.aspx>)
4. The post office will then issue a receipt which they attach to the students “Application for a working

with children check” booklet. The student brings this receipt back to Student Central; where the information is entered onto the student records.

5. The student is then given the WWC Check application booklet with attached receipt back.
6. The student then brings either the WWC receipt/ or the WWC Card to the School officer- at the School of Nursing and Midwifery so that details are entered into SONIA (the clinical placement database).