

SCHOOL OF NURSING AND MIDWIFERY

GUIDELINES FOR COMPLETION OF WORKING WITH CHILDREN CHECK (WWCC) FORMS

Bachelor of Science (Nursing)

One of the criminal record screenings that students' are required to undertake for the Clinical Practicums is a Working with Children check (WWCC). **Students on unpaid placements under 18 years are exempt and SHOULD NOT make application for a WWCC Check until they turn 18 years or are paid for child-related work.**

The Working with Children Screening Unit (The Government of Western Australia Department of Child Protection Oct, 2011) fact sheet 17 states that if students “**course requires that they may or must carry out child-related work as part of their practical training in their course they require a WWC check**”.

A WWCC is not necessary until Stage 3 NPP2101, when placements may involve being in child-related work.

Possible exceptions to this rule

If there is a placement in Stage 1 or 2 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. The student will need to discuss with the Unit Coordinator to determine if a WWC check is necessary as “child-related work” in placements in Stage 1 or 2 are not a usual occurrence. The receipt given immediately on lodgement by the Post Office will be sufficient proof of a pending application. There is no waiting period. This receipt is valid for three months.

Dual Degree – Bachelor of Science (Nursing), Bachelor of Science (Midwifery)

WWCC is necessary from Stage 1 to Stage 8 as students are in “child-related work” on clinical placements in each stage.

If you have already obtained a WWC from another employer/organisation

- Students will need to show Student Central (Building 34) their current WWC card so a copy can be taken for the University records.
- ECU is then added as a secondary employer for those students with the WWC Screening Unit.

If you are applying for a new WWCC

- The application form for WWCC is available at authorised Australia Post outlets and at Student Central Building 34 ECU Joondalup Campus.
- 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.
- The student then takes and lodges the completed form at an authorised Australia Post outlet (<http://auspost.com.au/pol/app/locate>)
- The Post Office will then issue a receipt which is attached to the student's Application for a Working with Children check booklet.
- The student may then have the receipt certified and upload this onto Sonia – this will be valid for three months only.
- When the WWCC card arrives it must be photocopied, the photocopy certified and then uploaded onto Sonia.
- The student must email SNMclinicalpractice@ecu.edu.au to advise that they have uploaded their documentation.

If you are applying for a RENEWAL WWCC card only

- You can apply online. Payment for this method, is also online. The information on how to do this, as well as appropriate links, are all available at the following website.

<https://workingwithchildren.wa.gov.au/applicants-card-holders/card-holders/card-expiry>
- You will need to state the following in your online application:
Employer (contact): Edith Cowan University
Email: enquiries@ecu.edu.au<<mailto:enquiries@ecu.edu.au>>
Once you put the email address in, the form should populate the rest, please do NOT to state your lecturer/co-ordinator's email address.
- You can still apply for renewal via the paper application form. If you do so, you should NOT also apply online. IE one or the other.

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