

# Western Australia Working with Children Check – Validation Process

## Why is WWCC important?

You have a LEGAL OBLIGATION to validate the WWCC numbers of your workers (whether they are paid or volunteer) – you can be fined if you fail to do so – The DCP conduct audits.

It is an immediate risk mitigation strategy – if there is a change in one of your worker's clearance to work with Children the DCP will immediately notify you so you can take appropriate action – If you don't validate the DCP will not know to contact you, and you may be unknowingly engaging somebody who does not have clearance to work with children.

Routinely validating WWCC provides a deterrent for would be offenders considering joining your organisation/club.

### 1. Card Validation

All employees & volunteers are required to have a WWC card, and it is a legal requirement for an organisation to validate all WWC cards. Card validations are completed at <https://www.workingwithchildren.wa.gov.au/card-validation> Enter Card No. and family name, click Check.



The screenshot shows the 'WWC Card validation' page. At the top, there is a header with the Government of Western Australia logo and the 'Working with Children Check' logo. To the right of the logos, the contact information is listed: 'Contact Centre: 1800 883 979' and 'checkquery@communities.wa.gov.au'. Below the header, the title 'WWC Card validation' is displayed in a large, bold, purple font. Underneath the title, a paragraph explains the service: 'This service allows you to check whether a WWC Card is valid in Western Australia (WA) and the Christmas and Cocos (Keeling) Islands. A person with a valid WWC Card is permitted to engage in any child-related work in WA and the Christmas and Cocos (Keeling) Islands.' Below this text, there are two input fields: 'Notice (card) number' and 'Family name'. At the bottom of the form, there is a purple button labeled 'Check'.

GOVERNMENT OF WESTERN AUSTRALIA

Working with Children Check

Contact Centre:  
1800 883 979  
checkquery@communities.wa.gov.au

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Notice (card) number

Family name

Check

## 2. WWC Card Holder Registration - <https://www.workingwithchildren.wa.gov.au/registeremployees>

The Maccabi WA and WA clubs can register as an employer or volunteer organisation on the link above. This



Contact Centre:  
1800 883 979  
[checkquery@communities.wa.gov.au](mailto:checkquery@communities.wa.gov.au)

### WWC Card holder registration

This service allows employers, volunteer organisations and education providers to advise us when they have new employees, volunteers and students who already have a WWC Card from a previous employer. Keeping this information up to date will help us contact you if the card holder working for you is issued with an Interim Negative Notice or Negative Notice (or of other matters if necessary). You can also record if a person no longer works for you so that we know you do not have obligations under the WWC Act for that person.

#### Employer / volunteer organisation / education provider details

Company / Organisation name

Name of representative  
This is the person authorised by your organisation to be advised if an employee, volunteer or student is no longer allowed to engage in child-related work.

Daytime phone number  
For landlines, include area code.

Representative's email address

#### Address details

Street Address  
Address where representative works.

## 3. Maintain as WWCC Register

Once you have completed Step 1, enter the details of your workers into a WWCC register like the example below.

This register should be treated as a live document and updated as workers join your organisation or renew their checks.

Maintaining a register will allow you to prove that you are complying with your legal obligations relating to WWC card validation if you are ever audited or if an issue occurs.

[illegible]