

Procedures for Collecting & Storing WWC Card Information

- **Record keeping** is essential to verify volunteers are appropriately vetted.
- **Confidentiality** is a priority in handling WWC information.
- **Timely checks and renewals** should be conducted to ensure ongoing compliance.
- **Action must be taken** when a WWC card is revoked or refused, to prevent child-related work.

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By following these procedures, WARA complies with the current legal requirements and create a safe environment for children.

1. Procedure for Sighting the WWC Card

- **Verification:** WARA must sight the WWC card to verify the validity of the WWC Check card before allowing someone to engage in child-related work. A scan of the card is acceptable.
- **Authorised officers:** WARA committee members [and the event and volunteer coordinators] are authorised to confirm validity of the WWC cards.
- **Identity check:** Ensure that the name on the WWC card matches the person's photographic identification (unless the WWC card holder is personally known).
- **Record details:** Record that the WWC card was sighted, noting the WWC card number, the date of verification, and the name of the person who sighted the card.
- **Already have WWC card?** If a volunteer has a WWC card from another organisation its validity needs to be checked and the WWC Screening Unit advised.
<https://www.workingwithchildren.wa.gov.au/registeremployees>

2. Storing WWC Information

- **Confidentiality:** Personal information, including the WWC card details must be stored securely and confidentially. Access to this information is restricted to the President, Secretary and Volunteer Coordinator.
- **Storing records:** Use excel spreadsheet "WWC WARA Record Keeping" which stores the following details:
 - Name of the individual
 - WWC card number
 - Expiry date of the WWC card
 - Date when the card was sighted



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- Name of the person who verified the card
- **Copies of WWC cards or identification not retained:** WARA will not retain copies (such as scans) of people's WWC cards or their identity documents. This information will be deleted after verification.
- **Data protection:** Stored information to be kept in a secure system, either paper or digital, that complies with the **Australian Privacy Principles (APPs)** under the **Privacy Act 1988 (Cth)**.
- **Retention period:** There is no mandated retention period for WWC information.

3. Checking and Renewing WWC Cards

- **Ongoing checks:** The Volunteer Coordinator or Secretary will keep track of when WWC cards expire and ensure that volunteers renew their cards on time.
- **Monitoring the status:** Status of WWC cards may be checked online using the **WWC card verification tool** provided by the **Department of Communities**.
<https://www.workingwithchildren.wa.gov.au/card-validation>
- **Non-eligibility:** The Volunteer Coordinator or Secretary will ensure that the individual no longer performs child-related work if their WWC card is cancelled or revoked.

4. Handling Refused or Revoked WWC Cards

- If an individual's WWC Check is refused or revoked, WARA will take immediate appropriate action to prevent them from continuing to work with children in any capacity.

5. Training and Awareness

- The WARA Committee will be informed of the WWC requirements and the importance of checking and storing WWC information.
- The WARA Committee will be made aware of the consequences of failing to verify or store WWC information correctly.