Part A - Students

Key: Direct Outcome Possible Outcome

Decision making process for a Working with Children Check

Positive Assessment Notice

Applicant (student) and employer (Murdoch University Head of School) will receive an approval notice letter including the applicants WWC check number. The student will also receive a WWC check card. The employer will receive a copy of this card which includes the student's photo.

Staff from the relevant Head of School's office to input the student's WWC check number and date of receipt into the student records system Callista.

Student may continue or commence child related work.

The student must re-apply for a WWC check after three years.

Interim Negative Assessment Notice

This will be issued if the DCD has an immediate concern. A letter is sent to the applicant (student) and employer (MU Head of School). The applicant is responsible for immediately stopping or not continuing in child related work. The employer must remove the applicant or not commence them in any child related work.

Staff from the relevant Head of School's office will record receipt of this notice on the student records system Callista.

Once the full assessment process is completed by DCD a positive or negative assessment notice will be issued to the applicant and employer.

Negative Assessment Notice

Prior to a negative assessment notice being issued the applicant is advised of this and given 28 days to provide a submission. The employer is not advised at this stage.

If no submission is made or not accepted the applicant and employer will receive a negative assessment notice letter advising that the applicant has been issued with a negative notice under the WWC check notice.

Staff from the relevant Head of School’s office will record receipt of this notice on the student records system Callista.

Student must not start or continue in child related work.

Relevant Head of School to ensure the student is contacted and counselled on their academic options.

 Applicant has 28 days to appeal to the State Administrative Tribunal (SAT).

SAT may reaffirm the negative notice or issue a positive notice.

Prior to reapplication if an assessment advice notice is issued that a WWC check is no longer valid the student must immediately stop all children related work. Once a full assessment has been undertaken by the DCD a positive or negative assessment notice will be issued.
Part B - Staff

Decision making process for a Working with Children Check

Positive Assessment Notice

Applicant (Murdoch University staff member) and employer (Murdoch University relevant representative) will receive an approval notice letter including the applicants WWC check number. The staff member will also receive a WWC check card. The employer will receive a copy of this card which includes the staff member’s photo.

The Office of Human Resources will input the staff members WWC check number and date of its receipt into the relevant HR database.

Staff members may continue or commence child related work.

The staff member must re-apply for a WWC check after three years.

Prior to reapplication, if an assessment advice notice is issued that a WWC check is no longer valid the staff member must immediately stop all children related work. Once a full assessment has been undertaken by the DCD a positive or negative assessment notice will be issued.

Interim Negative Assessment Notice

This will be issued if the DCD has an immediate concern. A letter is sent to the applicant (staff member) and employer (MU representative). The applicant is responsible for immediately stopping or not continuing in child related work. The employer must remove the applicant or not commence them in any child related work.

The Office of Human Resources will record receipt of this notice on the relevant HR database.

Once the full assessment process is completed by DCD a positive or negative assessment notice will be issued to the applicant and employer.

Negative Assessment Notice

Prior to a negative assessment notice being issued, the applicant is advised of this and given 28 days to provide a submission. The employer is not advised at this stage.

If no submission is made or not accepted, the applicant and employer will receive a negative assessment notice letter advising that the applicant has been issued with a negative notice under the WWC check notice.

The Office of Human Resources will record receipt of this notice on the relevant HR database.

Staff member must not start or continue in child related work.

The Director of HR is to ensure the staff member is contacted and counselled on any options available.

Applicant has 28 days to appeal to the State Administrative Tribunal (SAT).

SAT may reaffirm the negative notice or issue a positive notice.