

Appendix 6: Child-Related Position Assessment

Note: State and territory jurisdictions have different requirements regarding screening and WWCC. This child-related position assessment aims to assist Relevant Organisations identify child-related positions however, **it should not be used to determine if a Relevant Person requires a WWCC.**

Specific state and territory requirements also apply.

Question – Does the position/activity (paid/unpaid or volunteer):	Yes	No
Involve supervising children?		
Involve being alone with children or engaging with children in a way that is not observed or monitored?		
Involve activities with children away from the organisation’s usual location?		
Involve direct one-on-one or group contact with children via phone, letter, email, online or social media?		
Involve supervising child-to-child online contact?		
Have access (online or paper based) to a child’s or children’s personal and/or confidential information?		
Involve the need for physical contact/touching children?		
Involve any of the following: transporting children; over-night supervision; and/or out-of-town activities?		
Have a perceived or actual level of authority (including from a child’s perspective)?		
Involve any other type of contact with children?		

If you answered YES to one or more of the above questions, the position is a **child-related position**.

The Relevant Organisation is required to undertake the recruitment and screening process as outlined in Appendices 5, 7 and 8, including conducting interviews and reference checks.

Relevant Organisations must also meet the requirements of the relevant state or territory WWCC laws.

State and Territory WWCC Authorities

- ACT: [Access Canberra Working with Vulnerable People \(WWVP\) Registration](#)
- NEW SOUTH WALES: [Office of the Children’s Guardian](#)
- NORTHERN TERRITORY: [Northern Territory Government, Working with Children Clearance](#)
- SOUTH AUSTRALIA: [Department of Human Services, Screening Unit, Working with Children Check](#)
- TASMANIA: [Registration to Work with Vulnerable People](#)
- QUEENSLAND: [Blue Card Services](#)
- VICTORIA: [Working with Children Check Victoria](#)
- WESTERN AUSTRALIA: [Government of Western Australia, Working with Children Check](#)