Working With Children Check

Record keeping template

This template can assist you in meeting your record keeping obligations under the Child Protection (Working With Children) Act 2012. Your records can be kept electronically or on paper using a template like one below. For auditing purposes you must keep these records for seven years.

You must keep the following records:

- Full name (including first, middle and last name)
- Date of birth
- WWC number
- Verification date (the date you verified them)
- Verification outcome (clearance, barred, interim barred or not found)
- Expiry date (when the WWC number expires)
- Status of the worker (paid or volunteer)

Employee full name	Date of Birth	WWC number	Start date	Verification date	Verification outcome	Expiry date	Paid or volunteer work
John Smith	20/09/1989	WWC000XXXE	01 July 2015	30 June 2015	Cleared	28 June 2020	Paid

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