

Working With Children Check

Checklist

This Working With Children Check checklist can assist your club / organisation to:

- Promote discussion about your Working With Children Check obligations
- Identifying any remaining gaps which need attention
- Helping to set priorities

This list is not exhaustive. There may be other areas of concern or issues your club / organisation has to consider.

Item	Y	N
1. Our organisation is registered online with the Office of the Children's Guardian		
2. Two senior workers have been nominated to be contacted about any serious matters		
3. Child-related positions within the organisation have been identified and documented		
4. All child-related positions that are advertised should clearly state the requirement of a Working With Children Check		
5. All new paid child-related workers have a valid WWC number and it has been verified online		
6. Administration practices have been updated to include record keeping requirements for the Check		
7. Procedures are in place if a worker is barred, becomes barred or refuses to get a Check		
8. Our organisation has determined whether we have a responsibility to report certain misconduct involving children to the Office of the Children's Guardian		
9. Mandatory Reporting guidelines and procedures are in place. Staff are aware of their responsibilities and understand the processes		

Items that need attention:

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