

## Employment Notification Checklist

<b>Lodge Your Job Information Online No Less Than 7 Days Before Starting.</b>	
You’ll need to tell us about:	
<b>The child’s first work date</b> - Includes preparatory activities e.g. fittings, rehearsals, meet & greet, publicity etc	
<b>Number of children to be cast and their ages</b> - Everyone who is 0 to 14 and 15 year old models	
<b>Role Requirements and Risks</b> - What will they say, see, hear and do? Attach documents via the portal or if not available at the time send via e-mail well before the children start anything	
<b>What will the children be doing for their role?</b> Be very specific. Send boards, draft scripts, schedules etc	
<b>Where is the work happening?</b> House, studio beach, clifftop, abandoned warehouse etc.	
<b>How will you keep the child apart from adult or inappropriate content?</b> Be very specific. e.g. cutaways, point of view shot, substitution, shoot out, blocking, cut down script, alternative story e.g. fairy-tale	
<b>What is your plan to manage any other risks</b> e.g. Stunts, skilled action, fight scenes, Pyrotechnics SFX etc	
<b>Send the OCG your Safety Report or Risk Assessment via the portal or e-mail later</b>	
<b>Will you need a <a href="#">variation</a> to be able to work within the <a href="#">Code of Practice</a>?</b> Ask us well in advance	
<b>Work days</b> - What are the likely <a href="#">hours per day and the number of days</a> in a week that you will need the child?	

<b>Between Seven Days and Three Days Before Employment</b>	
<a href="#">Apply for your Authority to Employ Children in NSW</a>	
<a href="#">Develop Your Code of Conduct</a>	
For all employed <u>children under 3</u> years old, there must be a Registered nurse present.	
Book a Registered Nurse if you have any children under 3 on set	
You can’t employ babies under 12 weeks of age without specific approval	
Send a <a href="#">Nurse Report Form</a> to your Registered Nurse to complete	
Send Nurse Report and any <a href="#">variation application</a> to OCG	

## Two to Three Days Before Employment

Organise your [supervision arrangements](#) – Children must always be in line of sight of their supervisor. The supervisor must have no other duties while supervising children

Is the child’s parent supervising? This means always having the child in line of sight. A parent can participate in an activity with their child, as long as they can see and hear their child at all times. If there is anyone who is not the child’s parent supervising at any time, you must have written consent from the parent for that person to be able to do so. This includes close relatives such as grandparents. This does not count if you provide the child with a chaperone or supervisor.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is a chaperone provided by you?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Where you provide a chaperone or on set nurse or any other child related role:	
Employer has <a href="#">registered</a> the company with Working With Children Check	
The chaperone has provided their WWC or APP number	
The Employer has <a href="#">checked chaperones WWC</a> clearance via OCG website You will need the WWCC number and your chaperones full name and date of birth	
The chaperone has training and experience with kids of the same age	
Confirm Employment Details Email the OCG with information below where applicable	
Send the OCG a completed Child Details Form	
Send application form for <a href="#">variations</a> to the Code of Practice you may need	
Tell us of any changes to script, action or workplace that increases any risks	
Tell us the registered nurse name (s) if any child on set is under 3	
Confirm Principal permission, bathroom and private change room is organised	
Check you have the variation approval for children under 12 weeks of age	

## The Day Before Employment

Email the OCG your call sheet	
Give your Code of Conduct to all adults on set including parents	
Give Parent Fact Sheet to parents	
Ensure any parent nominated supervisor has a signed <a href="#">parent nominee form</a> Can be collected on work day. Take blank forms to location in case a parent can’t supervise	
Collect principal permission for all school absences You can get this from the child when they arrive for work.	
Make your sign in and out sheet. You must keep a record of start finish and break times	