Place your organisation's name here

Place your organisation’s logo here

# Working with Children Check checklist

Is your organisation compliant with WWCC employer obligations?

| **Obligation** | **Self-assessment** | **Date reviewed** |
| --- | --- | --- |
| **Assess what roles within your organisation are child related.**Note: “Child-related work” (including voluntary work) is:* Providing services for people under the age of 18
* Work which normally involves being face to face with children
* Where contact with children is more than incidental to the work, or
* Where you are:

An approved provider or manager of an education and care serviceA nominated supervisor of an education and care serviceAn authorised carerAn assessment officer within the meaning of section 27A of the Children and Young Persons (Care and Protection) Act 1998The principal officer of a designated agencyThe principal officer of an accredited adoption service providerAny other role with respect to children prescribed by the Regulations* For further information on particular work sectors, see Part 2 of the Child Protection (Working with Children) Regulation 2013 which can be found at [https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2013-0156#pt.2](https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2013-0156%23pt.2)

**If there are no child related roles in your organisation, then the WWCC obligations DO NOT apply. Any actions to require a worker to apply for a WWCC and the creation of an employer registration should cease.** | * Compliant (document how)
* Non-compliant (act, document how)
* Unknown (investigate, act, document how)
* Not applicable (document why)
 |       |
| **Assess if any workers are exempt from the requirements to have a WWCC.**Note exemptions include:* Under 18’s
* Visiting NSW for a short time
* Close relatives volunteering at their children’s usual school and extra-curricular activities. There are three specific instances when close relatives do need a Check when they are volunteering at school or activities:

Providing personal care for a child with disabilityParticipating in a formal mentoring programAt an overnight camp for children* For a full list of exemptions please see section 20 of the Child Protection (Working with Children) Regulation 2013 at <https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2013-0156#sec.2>
 | * Compliant (document how)
* Non-compliant (act, document how)
* Unknown (investigate, act, document how)
 |       |
| **Is there an active employer registration in the WWCC Check system?** | * Compliant (document how)
* Non-compliant (act, document how)
* Unknown (investigate, act, document how)
* Not applicable (document why)
 |       |
| **The nominated authorised contacts are current.** | * Compliant (document how)
* Non-compliant (act, document how)
* Unknown (investigate, act, document how)
 |       |
| **Verify all non-exempt workers engaging in child-related work who have a WWCC clearance or application for a clearance before commencement of engagement.** | * Compliant (document how)
* Non-compliant (act, document how)
* Unknown (investigate, act, document how)
 |       |
| **Paid workers have a WWCC is of a class applicable for that work i.e. they do not have volunteer checks** | * Compliant (document how)
* Non-compliant (act, document how)
* Unknown (investigate, act, document how)
 |       |
| **Maintain relevant records for each worker:*** workers full name and date of birth
* the WWCC number
* the clearance expiry date
* the verification dates
* verification status result
* records are kept for seven years after ceasing child-related work
 | * Compliant (document how)
* Non-compliant (act, document how)
* Unknown (investigate, act, document how)
* Not applicable (document why)
 |       |
| **Verify the WWCC status of all workers engaging in child-related work no-later than five working days after the expiry date for each clearance of the worker.** | * Compliant (document how)
* Non-compliant (act, document how)
* Unknown (investigate, act, document how)
* Not applicable (document why)
 |       |
| **Handover processes have been implemented when authorised officers change.** This includes:* Advising newly the appointed authorised officer what needs to be done so that the employer remains compliant with the WWCC such as:

Who needs a CheckHow to verify the CheckWhat records must be maintainedHow to manage the expiry of workers’ Checks What to do if a worker is barred | * Compliant (document how)
* Non-compliant (act, document how)
* Unknown (investigate, act, document how)
 |       |
| **Compliance self-assessment is conducted annually and when a new/replacement authorised officer is appointed** | * Compliant (document how)
* Non-compliant (act, document how)
* Unknown (investigate, act, document how
 |       |

This This template was developed by the NSW Office of the Children’s Guardian. For more free child safe templates and other resources, please go to [ocg.nsw.gov.au/our-resources](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Focg.nsw.gov.au%2Four-resources&data=05%7C01%7CSimon.Luckhurst%40ocg.nsw.gov.au%7C7792f21f82e04925ce3c08da7e6ef8bf%7C1ef97a68e8ab44eda16db579fe2d7cd8%7C0%7C0%7C637961312331889304%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=g7UZJF%2BA2gM%2By%2FeD9OAJVV3WvswSgg5iX%2BwQvfZqr9g%3D&reserved=0)

You can also email compliance@ocg.nsw.gov.au if you need any additional assistance regarding the WWCC obligations for your organisation.

If your organisation is audited by the Office of the Children’s Guardian, this self-assessment and any related documentations will be reviewed by the Compliance Officer.

|  |  |  |
| --- | --- | --- |
| Completed by:       | Position:       | Date:       |