

Working With Children Check Checklist



www.kidsguardian.nsw.gov.au

The Working With Children Check checklist can assist your organisation by:

- Promoting discussion about your Working With Children Check obligations
- Identifying the remaining gaps which need action
- Helping to set priorities

Please use the links on the right hand side to learn more about each item on the checklist. This checklist is not exhaustive. There may be other areas of concern or issues for your individual organisation, which you need to consider.

Item	Y	N	Further information
1. Our organisation is registered online with the Office of the Children's Guardian			<p>Online Tutorial: How to Register</p> <p>Link: Employer registration</p>
2. Two senior members of staff have been nominated to be contacted in regards to serious matters			<p>TIP Select appropriate senior members of staff who are well versed in what to do if a worker is or becomes barred.</p>
3. Our child-related sector's phase in dates have been confirmed and communicated to existing workers and volunteers			<p>Fact Sheet: Phase-in schedule</p> <p>Fact Sheet: Which sector do I belong to?</p>
4. Child-related positions within the organisation have been identified and documented			<p>Fact Sheet: Child-related work</p> <p>Fact Sheet: Exemptions</p>
5. All Child-related positions advertised clearly state the requirement of the new Working With Children Check			<p>TIP Your recruitment advertisements should also highlight your organisation's commitment to Child Safe practices</p>

<p>6. All new paid child-related workers have a valid WWC number and it has been verified online *</p>			<p>Online Tutorial: How to verify</p> <p>Fact sheet: How to verify</p> <p>Employer Kit: Information for employers</p>
<p>7. Administration practices have been updated to include record keeping requirements for the new check</p>			<p>Employer Kit: Information for employers</p> <p>Template: Record keeping</p>
<p>8. Procedures are in place if a worker is barred, becomes barred or refuses to get a check</p>			<p>Employer Kit: Information for employers</p>
<p>9. Our organisation has determined whether or not they have a responsibility to report certain misconduct involving children to the Office of the Children’s Guardian</p>			<p>Fact Sheet: Information for reporting bodies: Reporting certain misconduct involving children</p> <p>Online Tutorial: Information for reporting bodies</p>
<p>10. Mandatory Reporting guidelines and procedures are in place. Staff are aware of their responsibilities and understand the processes</p>			<p>Please note: You need to determine whether or not you have mandatory reporting obligations. This will not be applicable to all industry sectors.</p> <p>To find out more go to the Keep Them Safe website</p>

* Existing workers and volunteers are phased-in to the Working With Children Check. See Fact Sheet, ‘Phase-in schedule’ .

Items that need action: