

Working With Children Check

Record keeping template



www.kidsguardian.nsw.gov.au

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 the 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	Verification date	Verification outcome	Expiry date	Paid or Volunteer worker
John Sam Smith	20/09/1989	WWC000XXXE	14/10/2014	Cleared	01/09/2019	Paid worker
						[SAMPLE ONLY]

Employee full name	Date of birth	WWC number	Verification date	Verification outcome	Expiry date	Paid or Volunteer worker