Working With Children Check Checklist

This Working With Children Check checklist can assist your organisation

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

The links on the right hand column can be used to learn more about each item on the checklist. This list is not exhaustive. There may be other areas of concern or issues your organisation has to consider.

Item	Y	N	Further information
1. **Our organisation is registered online with the Office of the Children's Guardian**			**Online tutorial:** How to Register **Link:** Employer's guide
2. **Two senior workers have been nominated to be contacted in regards to serious matters**			**Tip:** Select appropriate senior workers who understand what to do if a worker becomes barred.
3. **Child-related positions within the organisation have been identified and documented**			**Fact sheet:** Child-related work **Link:** Exemptions
4. **All child-related positions that are advertised should clearly state the requirement of a Working With Children Check**			**Tip:** Your recruitment advertisements should state your organisation's commitment to child safe practices

5. **All new paid child-related workers have a valid WWC number and it has been verified online**			**Online tutorial:** How to verify **Link:** Employer's guide
6. **Administration practices have been updated to include record keeping requirements for the Check**			**Link:** Employer's guide **Template:** Record keeping
7. **Procedures are in place if a worker is barred, becomes barred or refuses to get a Check**			**Link:** Employer's guide
8. **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**			**Fact sheet:** Information for reporting bodies **Online tutorial:** Information for reporting bodies
9. **Mandatory Reporting guidelines and procedures are in place. Staff are aware of their responsibilities and understand the processes**			**Please note:** You need to determine whether you have mandatory reporting obligations. **Find out more:** Keep them safe

Items that need attention: