

Working with Children Check Procedure

It is mandatory that all volunteers and locally employed staff hold current Working with Children Checks (WWCC).

The school Business Manager has the primary responsibility for checking and processing WWCCs.

All Administration staff are also responsible for fully implementing this process in the event of the Business Manager's absence or instruction.

Request the Working with Children Check

The WWCC Card is provided

- Check the card is current, if it is not, please follow the process for a person without a WWCC Card
- Check the photo is of the person, if it is not please follow the process for a person without a WWCC Card
- Photocopy the card
- File the photocopy alphabetically in the WWCC folder in the Office
- Add the details on the WWCC Register

Does not hold a WWCC Card

- Provide the person with an application or direct them to the online form
- Instruct the person in how to lodge the application
- Inform the person to bring their WWCC into the Office when they receive it
- Return to the top of this procedure on their return