

FLOWCHART for WORKING WITH CHILDREN CHECKS

NB:
It is mandatory that
All volunteers and locally
employed staff hold current
Working with Children Checks.

Business Manager has 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 at the
instruction of the Business
Manager.

Request Working
With Children
Check
(WWCC)

Does not
hold
WWCC.

WWCC Card is
provided.

Photocopy
card

Check that the card is
current and the photo is
of the volunteer/staff.
If card is current - green
If card is not current - red

File photocopy
alphabetically in
WWCC folder in
office

Add all the details on the WWCC Register.

Copies to be kept in both electronic and
hard copy as per the Staff Registers Policy.

Provide the volunteer/staff
with an application or direct
them to the Post Office to
collect a form.

Instruct the volunteer/staff to
lodge the completed form at
the Post Office.

Inform the volunteer/staff to
bring the WWCC to the office
when they have received it.