

FLOWCHART for WORKING WITH CHILDREN CHECKS

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

Office 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/employee.
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.

Direct the volunteer/employee to
complete application on line
www.workingwithchildren.vic.gov.au

Instruct the volunteer/employee to
lodge the completed form at the
Post Office. www.auspost.com.au

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