FLOWCHART for WORKING WITH CHILDREN CHECKS

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

Request Working With Children Check (WWCC)

Does not hold WWCC.

Provide the volunteer with website: www.workingwithchildren.vic.gov.au .

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

Check that the card is current and the photo is of the volunteer/visitor.

Photocopy card

WWCC Card and proof of identity are provided.

File photocopy alphabetically in WWCC folder in office

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.

Add all the details on the WWCC Register.

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