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Working With Children Flowchart

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/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.

WWCC Card is provided.

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

Photocopy card

File photocopy alphabetically in WWCC folder in Principal's office

Add all the details on the WWCC Register.

Copies to be kept in electronic and hard copy.

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.