

Working With Children Check Policy template



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Use this template to develop a Working With Children Check policy.

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| Title | |
| Introduction Describe policy intent & list who the policy applies to | |
| Legislation List your obligations under the <u><i>Child Protection (Working With Children) Act 2012</i></u> ; <u><i>Child Protection (Working With Children) Regulations 2013</i></u> ; <u><i>Child Protection (Working with Children) Amendment (Miscellaneous) Regulation 2013</i></u> List the penalties for non-compliance | |
| Child-related work Identify which roles in your organisation are child-related and need a Working With Children Check and which roles are not child-related or fall under an exemption | |

Nominated contact people

Identify the two nominated contact people within the organisation who will be contacted by the Office of the Children's Guardian if a worker becomes barred

Record keeping

Describe how Working With Children Check records are kept, where they are kept and who is responsible for maintaining the records

Barred workers

Explain the process to be followed if an applicant or existing worker becomes barred

Other legislation and industry standards

List any other policies, legislation or industry standards which may relate to this policy

Communication and support for staff

List how you will inform staff about your policy and tell them about their obligations

Review date

Set a date to review and update this policy