



Employment Notification Checklist

LODGE YOUR JOB INFORMATION HERE ONLINE NO LESS THAN 7 DAYS BEFORE STARTING. You'll need to tell us about;

Cast Details and Start Date - Who will you or have you cast?

Child's first employment date Includes preparatory activities e.g. costume fitting, rehearsal, meet & greet, publicity etc

Number of children to be cast and their ages Tell us about everyone who is 0 to 14 and 15 year old models

Role Requirements and Risks - What will they say, see, hear and do? Attach documents via the portal or if not available at the time send via e-mail well before the children start anything

What will the **children be doing** for their role? Be very specific. Attach or send boards draft scripts, schedules etc

Where is the **work happening**? House, studio beach, clifftop, abandoned warehouse etc.

How will you keep the child **apart from adult or inappropriate content**? Be very specific. e.g. cutaways, point of view shot, substitution, shoot out, blocking, cut down script, alternative story e.g. fairy-tale

What is your plan to **manage any other risks** e.g. Stunts, skilled action, fight scenes, Pyrotechnics SFX etc

Send the OCG your **Safety Report or Risk Assessment via the portal or e-mail later**

Will you need a [variation](#) to be able to work within the [Code of Practice](#)?

Work days and Maximum Work Hours - How long, how many?

What are the **likely hours per day and the number of days in a week** you will need the child?

Between Seven Days and Three Days Before Employment

[Apply for your Authority to Employ Children in NSW](#) **Completed**

[Develop Your Code of Conduct](#) **Completed**

For all employed children under 3 years old There must be a Registered nurse present where any child is under 3

Book a **Registered Nurse** if you have any children under 3 on set **Completed**

For babies under 12 weeks old only You can't employ babies under 12 weeks of age without specific approval

Send a [Nurse Report Form](#) to your Registered Nurse to complete **Completed**

Send Nurse Report and any [variation application](#) to OCG **Completed**



Two to Three Days Before Employment

Organise your [supervision arrangements](#) – Children must be in line of sight of the supervisor at all times. The supervisor must have no other duties while supervising children

Is the child's parent supervising

If there is anyone who is not the child's parent supervising at any time, you must have **written consent from the parent** for that person to be able to do so. This does **not** count if you provide the child with a chaperone or supervisor.

Yes
No

Is a chaperone provided by you?

Yes No

ONLY WHERE YOU PROVIDE A CHAPERONE OR ON SET NURSE

Employer has **registered the company** with Working With Children Check

The chaperone has provided their **WWC or APP number**

The Employer has **checked chaperones WWC clearance** via OCG website
You will need the WWCC number and your chaperones full name and date of birth

The chaperone has **training and experience** with kids of the same age

Confirm Employment Details [Email the OCG](#) with information below where applicable

Attach the **OCG** a completed [Child details form](#)

Attach application form for [variations](#) to the **Code of Practice** you may need

Tell us of any **changes** to script, action or workplace that **increases any risks**

Tell us the **registered nurse** name (s) if any child on set is **under 3**

Confirm [Principal permission](#), bathroom and private change room is organised

Check you have the variation approval for children under 12 weeks of age
If not, contact the OCG by email or phone us on 02 8219 3600 to check on progress!

The Day Before Employment

Email the OCG your **call sheet**

Give your **Code of Conduct** to all adults on set including parents

Give [Parent Fact Sheet](#) to parents

Ensure any **parent nominated supervisor** has a **signed parent nominee form**
Can be collected on work day. Also take blank forms to location in case a parent needs to stop supervising

Collect principal permission for all school absences
Can also collect on arrival. A child can't be employed at the same time they would normally be in class