

## Employment Notification Checklist

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

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

**Date of first employment** Includes costume fitting, rehearsal, meet & greet, publicity

**Number of children to be cast and their ages**  
The OCG needs to know about children who are 0 to 14 and any 15 year old who is a model

Role Requirements and Risks - What will they say, see, hear and do?

What will the **children be doing** for their role? Be very specific. You can 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

Will you be sending the OCG a formal **Safety Report or Risk Assessment**?

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