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# Working with Children Check record keeping template

This template can assist you in meeting your record keeping obligations under the *Child Protection (Working With Children) Act 2012*. Your records can be kept electronically or on paper using a template like one below. For auditing purposes you must keep these records for seven years.

You must keep the following records:

* Full name (including first, middle and last name)
* Date of birth
* WWC number
* Verification date (the date you verified them)
* Verification outcome (clearance, barred, interim barred or not found)
* Expiry date (when the WWC number expires)
* Status of the worker (paid or volunteer)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee full name** | **Date of Birth** | **WWC number** | **Start date** | **Verification date** | **Verification outcome** | **Expiry date** | **Paid or volunteer work** |
| John Smith | 20/09/1989 | WWC000XXXE | 01 July 2015 | 30 June 2015 | Cleared | 28 June 2020 | Paid |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

This template was developed by the NSW Office of the Children’s Guardian. For more free child safe templates and other resources, please go to [ocg.nsw.gov.au/our-resources](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Focg.nsw.gov.au%2Four-resources&data=05%7C01%7CSimon.Luckhurst%40ocg.nsw.gov.au%7C7792f21f82e04925ce3c08da7e6ef8bf%7C1ef97a68e8ab44eda16db579fe2d7cd8%7C0%7C0%7C637961312331889304%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=g7UZJF%2BA2gM%2By%2FeD9OAJVV3WvswSgg5iX%2BwQvfZqr9g%3D&reserved=0)