



Child Safe Standards Checklist

Working with Children Checks

- All of our staff & volunteers who work directly & unsupervised with children under 18 years of age have a current WWCC.
- All of our staff & volunteers have aligned their Check to our Centre/Club (Logging on and including the Centre/Club details at <https://online.justice.vic.gov.au/wwccu>)
- Our Centre/Club keeps an accurate and up to date register of each WWCC for all of our staff & volunteers who work with children in our organisation.

Child Safety Officer

- Our Centre/Club has appointed a Child Safety Officer who will be the initial point of contact for any report or concern of Child Safety.
- All members are aware of the people to approach to make any report of concern around Child Safety, with an emphasis on children being made aware of who they can speak to them if they are feeling unsafe.

Reporting Procedure

- Centre/Club management and CSO have an understanding and access to Reporting Procedure if any report of Child Safety was raised.

Recruiting of Staff & Volunteers

- All future appointments to a role that will work with children directly will include an application process. This will include a stored, written application with contact details for two referees relevant to the role, why the person wishes to work with children, the candidate's history of working with children and why they left any previous roles (template supplied).