Working with Children Check - Record Keeping (EXAMPLE SHEET)

Position	Current Holder of Position	Volunteer / Paid	Exemptions Apply - Why?	WWC Check Card Number	Expiry Date	Date Last Validated
Under 11's Coach	John Smith	Volunteer	Yes - parent of participant			
Canteen Person	Mary Blogg	Volunteer	No	1234567	4/04/2009	10/10/2006
Marshall	Jason Young	Paid	No	1567890	23/02/2009	30/02/06
NSW Interstate Coach	Bill Waterhouse	Volunteer	Yes - 2 week exemption for persons coming to WA			

It is important to first determine which positions within your organisation involve 'child-related' work then determine whether the people currently holding these positions require a check.
Due to the nature of the industry, individuals may change / leave positions regularly, making it difficult to keep track of, if the individuals are considered not the positions.

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Government of Western Australia
Department of Sport and Recreation

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