



Working with Children Checks Register Policy

Purpose

To ensure that all volunteers required have Working with Children Checks and ensure that they are up to date.

Implementation

- The School Office Manager will maintain a record of all volunteers who are required to have a Working with Children Check with dates of expiry.
- The School Office Manager will ask that volunteers sign in and are on the register with a current WWCC or a receipt to show that they have applied for a check or renewal.
- Each year the Register will be monitored and volunteers informed that their Working with Children Check is due to expire.

Evaluation

A review will be held each year of volunteers requiring updates and that all information is on the Working with Children Check Register.

Date Ratified: 2014
Date for Review: 2018