## FLOWCHART FOR WORKING WITH CHILDREN CHECKS

both electronic and as a hard

copy for staff to refer to

**NB.** It is mandatory **Request for Working** that all volunteers, With Children Check contractors and locally employed **WWCC** is provided Does not hold a staff hold a current **WWCC WWCC** Check that the card is current and the photo is of the volunteer/staff. Provide the volunteer/staff Photocopy card or print the Office Manager has with information about certification from the primary If card is currenthow to complete an **Department of Justice** responsibility for application online green checking and processing WWCCs. If card is not current-All Administration red staff are also responsible for fully Inform the volunteer/ staff implementing this **File Photocopy** member to bring the process in the event alphabetically in WWCC WWCC to the Office when the Office Manager Add all the details on the folder in the Office they have received it is absent or at the **WWCC Register. Copies kept in** 

instruction of the

Office Manager.