Working With Children Check – Record Keeping

This table will assist you in meeting your record keeping obligations under the *Child Protection (Working With Children) Act 2012.* For auditing purposes it is a legal requirement the Club to retain these records for a period of seven years.

All the information in the table below must be recorded.

**Season** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Employee or Volunteers full name (including middle name) | Date of Birth | Working With Children (WWC) number | Verification date (date club verified) | Verification Outcome  | Expiry date ( when WWC number expires) | Paid or Volunteer worker |
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