



WWC Check Compliance Audit

When the WWC Screening Unit conducts an audit here are some questions employers, volunteer organisations or education providers would be requested to answer and demonstrate.

1. How does your organisation identify both existing employees, volunteers and students and new employees, volunteers and students who carry out child-related work?
2. What processes are in place to confirm that employees, volunteers and students who carry out child-related work have a valid WWC Card or have applied for a WWC Card?
3. Do all of your employees, volunteers or students who are required to have a WWC Card, hold a valid WWC Card or have they applied for one? If not, what measures are being taking to rectify the situation and within what time period will the situation be rectified?
4. Have any of your employees, volunteers or students been issued with a Negative Notice? If so, what steps have been taken to ensure they do not carry out child-related work?
5. What record-keeping measures are in place to: a) Record that employees, volunteers or students carrying out child-related work have applied for a WWC Check or currently hold a WWC Card and the Card details? b) Record that an employee, volunteer or student has been issued with a Negative Notice? c) Ensure that the employee, volunteer or students has applied within the required time, if using the five day threshold?
6. Does your organisation have an internal mechanism in place to monitor and report on compliance? If so, what do you have in place? If not, do you intend to put anything in place?