

**WORKING WITH CHILDREN (CRIMINAL RECORD CHECKING)
ACT 2004 – COMPLIANCE AUDIT**

1. How does your organisation identify both existing employees* and new employees who carry out child-related work?

2. What processes are in place to confirm that employees* who carry out child-related work have a valid working with children card or have applied for a card, having regard to the phasing-in timeframes?

3. Do all of your employees* who are required to have a working with children card, have a card? 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* 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* carrying out child-related work have a working with children card and the card details?
- b) Record that an employee* has been issued with a negative notice?
- c) Ensure that the relevant phasing-in timeframes have been adhered to?

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?

* Employee includes paid employees, contractors and volunteers