Working with Children Check record-keeping sheet

Club name/location: Year:

Clubs, associations or movements (sports, cultural, recreational, etc.) that provide services or activities for children, or whose membership is mainly comprised of children, must ensure that all paid and volunteer workers doing child-related work have a Check.

Some clubs and associations have policies that exceed the minimum requirements of the *Working with Children Act 2005*. Check this with your club or association.

Responsible person & contact details:

Position requiring the Check	Current holder of position	Volunteer/ paid	Does an exemption apply/why?*	Application receipt number	Check number	Card sighted?	Expiry date

*You should periodically re-assess who is exempt in your organisation. For example, a parent was exempt because their child is involved in an activity, but is their child still involved in the activity?