

## FLOWCHART for WORKING WITH CHILDREN CHECKS

### NB:

It is mandatory that all Locally Employed staff and ES staff hold current Working with Children Checks.

Volunteers and contractors require WWCC if involved in work that brings them in direct contact with students and this contact is not directly supervised.

Business Manager has primary responsibility for checking and processing WWCCs.

All Administration staff are also responsible for fully implementing this process in the event of the Business Manager's absence or at the instruction of the Business Manager.

