

WORKSHEET 6 & 7: APPENDIX A

Child Related Position Assessment

The Relevant Organisation is required to undertake the recruitment and screening process as outlined in Clause 8 of the Child Safe Policy, which includes conducting interviews and reference checks.

If you answered YES to one or more of the below questions, the position is a child-related position.

Relevant Organisations must also meet the requirements of the relevant state or territory WWCC laws.

Note: State and territory jurisdictions have different requirements regarding screening and WWCC. This child-related position assessment aims to assist Relevant Organisations identify child-related positions however, it should not be used to determine if a Relevant Person requires a WWCC.

Specific state and territory requirements can be found here.

Question – Does the position/activity (paid/unpaid or volunteer):

Involve supervising children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Involve being alone with children or engaging with children in a way that is not observed or monitored?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Involve activities with children away from the organisation's usual location?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Involve direct one-on-one or group contact with children via phone, letter, email, online or social media?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Involve supervising child-to-child online contact?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have access (online or paper based) to a child's or children's personal and/or confidential information?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Involve the need for physical contact/touching children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Involve any of the following: transporting children; over-night supervision; and/or out-of-town activities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have a perceived or actual level of authority (including from a child's perspective)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Involve any other type of contact with children?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

