

WORKING WITH CHILDREN CHECKS

All RSAS staff must hold a current working with children check before starting work in your team. They should carry this with them when doing their RSAS role. Working with children checks keep children and young people safe. Completing the paperwork for a working with children check can be hard. Below are some tips to help your staff with this process.

➤ **Prepare for the working with children check process to make it easy for your staff.**

- Find out what is required in your state to get a working with children check. You can use the *"if you want to know more"* section to find out more information.
- Create a checklist with steps to follow to get a working with children check.
- Have hard copies of all the paperwork ready for new staff.
- Give new staff a list of all the documents they will need to complete their paperwork. This might include I.D. and proof of address.
- Be clear with new staff about what might make them ineligible for a working with children check. For example, a previous conviction.

➤ **Ask the local Community Development Programme (CDP) Provider to prepare people to step into RSAS roles when they become available.**

- CDP may be able to help people get their paperwork ready for the working with children check.
- Look for CDP participants with a current working with children check who might be a good fit for the RSAS team.

➤ **Keep records and make sure all working with children checks are up to date.**

- Keep a list of when staff got their working with children check and when it will expire.
- Check and update this list regularly and make sure you provide a copy to the school.
- Help your staff renew their working with children check before it expires.