

Child Safe Screening Checklist

Current Presenter's (began prior to September 2019)

Name of Presenter: _____

CHECKLIST

Education Responsibilities:	Tick & date when completed
Email sent to presenter stating: <ul style="list-style-type: none"> - GV's commitment to child safety - New screening requirements for all presenters 	
Working With Children Check (WWCC) or VIT has been sighted and check: <ul style="list-style-type: none"> - Photo matches the employee - Card expiry date - Card is an Employee card 	
Qualifications Checked	
International Police Check(s) completed (if) required and on everproof	
Email Child Safe Coordinator the full name of the presenter with a request to check their name against the complaint register	
Letter from the Department of Justice (stating presenter has registered GV as new workplace) has been received & filed	
Member Protection Declaration returned/signed and filed or on everproof	
Commitment to Child Safety Form returned/signed and filed or on everproof	
Overseas & Complaint Declaration returned/signed and filed or on everproof	
Presenter added to Everproof	
IF NOT A TECHNICAL MEMBER completed the GA online Child Safety course	
REFERENCE CHECKING	
Club Reference check completed and sent back BY THE CLUB	
2 nd Club Reference Check completed and sent back BY THE CLUB if they have worked at more than 1 club in the past 5 years	
IF NO CLUB REFERENCE CHECK POSSIBLE:	
Reference Check 1 completed by GV staff member over the phone	
Reference Check 2 completed by GV staff member over the phone	

Name of GV Manager: _____

Signature of GV Manager
(once checklist complete)

Date: _____

Once this checklist has been completed place the signed copy on the employee's personnel file.

