



Child Safeguarding Handover Checklist

Use this checklist to support the handover process when there is a turnover of staff or volunteers at your organisation, or a new committee or board is appointed. It is particularly useful for organisations that have a high turnover of volunteers such as a sports club or faith-based community group run for children or young people. Having a plan in place makes the process easier and further demonstrates your commitment to a child safe culture.

IMPORTANT NOTE: The first few questions are for any new staff members or volunteers and can be used as a child safe induction checklist. They are followed by additional questions for new committee or board members responsible for making sure the organisation has implemented the 10 Child Safe Standards. Although the role can be delegated to someone else, it is a legislative requirement for the head of a child safe organisation to make sure the Child Safe Standards are implemented.

Action	Completed	Notes
New person understands they have an obligation as a worker engaged in child-related work to make sure their Working with Children Check (WWCC) clearance is valid and of the correct class (paid or volunteer)	yes / no	
New person understands they are able to apply to renew their WWCC 90 days in advance of the expiration date of the clearance ¹	yes / no	
New person understands they are required to provide their WWCC details to their employer as soon as they commence employment so their WWCC clearance can be verified	yes / no	
New person has been given the contact details of the employee or volunteer responsible for the oversight of child safety, such as the Member Protection Information Officer, Child Safe Champion or equivalent	yes / no	
New person has read and knows where to access your organisation's child safe documents, including your Child Safe Code of Conduct	yes / no	
New person has received child safe training ² and understands they may need to complete further child safe training as required	yes / no	

¹ WWCCs can now also be renewed on the *Service NSW website*.

² The Office of the Children's Guardian has developed a number of resources to help organisations meet their obligations under the Child Safe Scheme, including eLearning that can support organisations to onboard new staff.



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Additional questions for new staff responsible for administrating the Child Safe Standards and Working with Children Check (WWCC) obligations

Action	Completed	Notes
New administrator understands the WWCC requirements, including record-keeping and conducting a compliance assessment annually to make sure everything is up to date	yes / no	
New administrator understands they are responsible for maintaining records of and distributing copies of child safe policies and procedures to existing workers and families of children accessing the service ³ , and making sure everyone knows where they can find the organisation's child safe policies	yes / no	
New administrator is aware that child safety is a required agenda item at every staff meeting	yes / no	
New administrator is aware they have a responsibility to make sure the organisation provides opportunities to enable children to participate in decisions that affect them and that this is taken seriously	yes / no	
New administrator understands their responsibility to make sure children and their families are aware of the organisation's commitment to child safety and its complaint handling process	yes / no	
New administrator is aware of their responsibility to make sure the organisation is taking diverse needs of children and their families into account at all times	yes / no	
New administrator is aware they may be responsible for receiving reports of child safe concerns, complaints or allegations from workers, children and parents, and are across the organisation's internal and external reporting obligations, including to NSW Police, OCG ⁴ and DCJ ⁵	yes / no	
New administrator is aware they are responsible for making sure child safe recruitment practices are implemented when engaging new employees or volunteers	yes / no	
New administrator is aware they are responsible for making sure all new workers have met child safe induction requirements (see first section of checklist for 'new person')	yes / no	
New administrator is aware they are responsible for making sure all workers have completed child safe training as required by the organisation, and for identifying any new child safe training opportunities	yes / no	

³ This may include making sure child safe policies are available to cater to diverse audiences. For example, translated into different languages or explained in different formats such as a video. The Office of the Children's Guardian has a suite of handbooks on its website to support your organisation to create its child safe policies. You can also contact your peak body for more information, if you have one.

⁴ Office of the Children's Guardian

⁵ Department of Communities and Justice



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Action	Completed	Notes
New administrator is aware they are responsible for working with staff to make sure risks in the organisation's physical and online environments are identified and mitigated	yes / no	
New administrator is aware they are responsible for making sure child safe procedures are continuously reviewed and improved	yes / no	
Your organisation's child safe records and other important handover notes (including this checklist) are on a backup disk or cloud drive that can be easily shared with the new person	yes / no	
Name of person who conducted handover process		
Signature		
Name of new person / administrator		
Signature		
Date		