# Working With Children Check

## Record keeping template

This template can assist you in meeting your record keeping obligations under the *Child Protection (Working With Children) Act 2012*. Your records can be kept electronically or on paper using a template like one below. For auditing purposes you must keep these records for seven years.

You must keep the following records:

* Surname (last name)
* First name (given name)
* Middle name(s)
* Date of birth
* WWC number
* Verification date (the date you verified them)
* Verification outcome (clearance, barred, interim barred or not found)
* Expiry date (when the WWC number expires)
* Status of the worker (paid or volunteer)

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| **Surname** | **First Name** | **Middle Names(s)** | **Date of Birth** | **WWC number** | **Start date** | **Verification** **date** | **Verification outcome** | **Expiry date** | **Paid or volunteer work** |
| Smith | John |  | 20/09/1989 | WWC000XXXE | 01 July 2015 | 30 June 2015 | Cleared | 28 June 2020 | Paid |
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