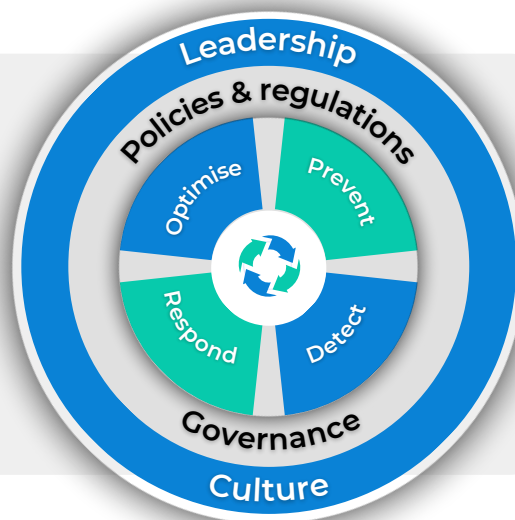


Core Safeguard Compliance Checklist

Our Core Safeguard compliance checklist is centered around our Integrity Lifecycle™ methodology.

Use it to identify gaps and improve how your organisation tracks and manages Working with Children Checks (WWCC).



PREVENT – Are you proactively preventing risk?

- ☐ Do you maintain an up-to-date register of all staff, volunteers, and contractors requiring WWCCs?
- ☐ Do you verify WWCCs before new hires commence work?
- ☐ Do you collect and securely store WWCC certificate documentation for each individual?
- ☐ Are responsibilities clearly assigned for monitoring and renewing WWCCs?
- ☐ Do you use automated reminders for upcoming WWCC expiries?

DETECT – Are you equipped to detect risk early?

- ☐ Do you have an anonymous, independent reporting channel (Speak Up Hotline) for staff or families?
- ☐ Is your hotline accessible via multiple methods (phone, online, QR code)?
- ☐ Are all reports triaged by trained personnel?
- ☐ Are staff aware of how and when to raise concerns safely?

RESPOND – Are you able to act on concerns appropriately?

- ☐ Do you have a process for investigating WWCC or child safety concerns?
- ☐ Is there a designated person/team responsible for managing incident responses?
- ☐ Do you keep records of all reports, investigations, and outcomes?
- ☐ Is your process aligned with state regulatory requirements and whistleblower protections?

OPTIMISE – Are you continuously improving?

- ☐ Do you conduct internal audits on WWCC compliance at least every 6 months?
- ☐ Do you review and update your policies and procedures regularly?
- ☐ Do staff receive regular training on WWCC obligations and reporting processes?
- ☐ Do you track trends and lessons learned from hotline reports or investigations?



www.coreintegrity.com.au



contactus@coreintegrity.com.au