

WWC Connect checklist

for Victorian swim schools

New online service from Monday 19 October 2026 | Current at 18 October 2026 | General information, not legal advice

1. BEFORE YOU ENGAGE

- ☐ Assess the role by its **duties** (usual direct contact with children), not its job title
- ☐ Confirm the right clearance type: paid work needs an **employee** clearance, not a volunteer one (unless an exemption applies)
- ☐ **Check** the clearance on the official WWC status checker
- ☐ Do this **before work starts or any verbal or written arrangement is made**, whichever is earlier

2. WHEN YOU ENGAGE

- ☐ **Connect** the person in WWC Connect within **7 days** (workers) or **21 days** (volunteers), subject to exemptions
- ☐ Record: date verified, who verified, status seen, date engaged, date connected

3. ONGOING

- ☐ **Maintain** WWC Connect: report when someone stops child-related work or their name or contact details change (7 / 21 days)
- ☐ Re-check returning casuals. An old card image or last season's roster is not proof
- ☐ Keep records for at least **7 years** after the engagement ends
- ☐ Name a lead and a backup, and someone to review clearance alerts each operating day
- ☐ Keep personal details in restricted HR records, not shared lesson-planning sheets

4. NEW STARTERS AND RENEWALS

- ☐ New applicants, renewals and volunteer-to-employee changes complete mandatory child safety training (about 45 minutes)
- ☐ Keep your own site induction and supervision. The training does not cover your procedures

Minimum record per person

Name	Clearance type	Date verified	Verified by	Date engaged	Date connected	Date ended

Checking is the organisation's responsibility. A dated record of who checked, what they saw and when is how you show it was done.

Help: Victorian Government Contact Centre 1300 652 879 or 132 842, Mon-Fri 9am-4pm. **Sources:** vic.gov.au/working-children-connect | vic.gov.au/who-requires-wwc-clearance | Australian Swim Schools Association guide (australianswimschools.org.au). General information only, not legal advice. Check current requirements with the Social Services Regulator.