Cooma Athletics Club
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New Volunteer Onboarding Checklist

This checklist ensures your club satisfies **NSW Child Safe Standard 5** (People working with children are suitable and supported) [I12]. Keep a completed copy of this checklist on file for every volunteer.

Phase 1: Pre-Appointment Screening

- **Application Form:** Collect full name, contact details
- **WWCC Collection:** Obtain the volunteer's full name, date of birth, and Working with Children Check (WWCC) number.
- **WWCC Verification:** Log into the **NSW Office of the Children's Guardian (OCG) Employer Portal** to verify the WWCC status before they start.
- **Register Entry:** Record the verification date, expiry, and outcome in the club's secure WWCC Register.

Phase 2: Induction & Policy Sign-Off

- **Policy Package:** Provide copies of the *Child Safe Policy*, *Code of Conduct*, and *Incident Reporting Procedure*.
- **Code of Conduct Sign-off:** Ensure the volunteer signs and dates the Code of Conduct agreement page.
- **MPIO Introduction:** Introduce the volunteer to the club's Member Protection Information Officer (MPIO) so they know who to talk to if issues arise.

Phase 3: Essential Training

- **Club Briefing:** Walk through specific track risks (e.g., the "Two-Adult Rule" during technical training like high jump or shot put, and the change room policy).