

## **Working with Children Checks (WWCC)**

## For User Administrators

### Roles

All Membership Online users by default can view WWCC details. Users must be assigned the role 'WWCC Update' to be able to edit this information.

To assign the role, select a user on the User Administration page, choose the role 'WWCC Update' and 'Add Role'.

Roles		Access	
Role		WWCC Update	
		Add Role	
Role	Date	User	
User Admin	16/09/2009 2:23:56 PM	Gavin Gosling	<a href="#">Delete</a>
Conference Clerk	16/09/2009 2:23:48 PM	Gavin Gosling	<a href="#">Delete</a>

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## For Clerks and Safe Place Coordinators

### Updating WWCC details

Every membership record, whether it is a Member or Non-Member, has the ability to store WWCC details. The following screen shot shows where the WWCC details are found on the membership maintenance page.

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Household, Personal, Membership, Student, WWCC, Notes, Offices, and Committees. The 'WWCC' tab is selected. Below the navigation bar, there is a form with the following fields:

- Status:** A dropdown menu showing 'Approved (standard)'.
- Document / Card No:** A text box containing 'AE156381176'.
- Issue date:** A date picker showing '25/03/2009'.
- Expiry date:** A date picker showing '24/03/2012'.

On the right side of the form, there is a section labeled 'Entered by' with a link to 'Forms and Guidelines available from [Adventist Risk Management](#)'. At the bottom of the page, a footer reads: 'Ver. 2.8 - Copyright © 2010 North American Division - Modified under license by South Pacific Division'.

### WWCC Reports

The WWCC List report provides a listing of membership records and the status of any checks. This report can be printed by **Organisation** or **Committee**.

The following screen shot shows a sample listing of members for a particular church and the current status of their WWCC. This report could be used during the process of nominating officers in the local church.

The screenshot shows a web browser window displaying the 'WWCC List' report for 'Middletown Seventh-day Adventist Church'. The report is organized into three sections: 'Negative Notices', 'Expired Checks', and 'Current Checks'. Each section contains a table with the following columns: Document / Card No, Full Name, Status, Issue Date, and Expiry Date.

Document / Card No	Full Name	Status	Issue Date	Expiry Date
<b>Negative Notices</b>				
154269	Smith, Bill	Negative Notice	5/07/2007	
<b>Expired Checks</b>				
396038	Vogues, Adrian	Approved conditional (single event)	2/03/2007	2/03/2010
835705	Smith, Kimberly	Approved conditional (single event)	30/11/2007	30/11/2010
<b>Current Checks</b>				
614900	Burke, John	Approved conditional (standard)	26/05/2008	26/05/2011
865468	Ingleton, Mary	Approved conditional (single event)	22/11/2008	22/11/2011
990104	Deeks, Warren	Approved (standard)	10/01/2009	10/01/2012
902303	Hope, Melannie	Approved conditional (standard)	8/08/2009	8/08/2012
332974	Burke, Heather	Approved (standard)	25/09/2009	25/09/2012
543811	Thompson, Ingrid	Approved conditional (standard)	7/10/2009	7/10/2012
853005	Spart, Mike	Approved (single event)	6/12/2009	6/12/2012

A committee can also be used to group membership records together, for example, a list of members who require a WWCC to perform a task within the local church. The following screen shot shows how a committee can be used to group a list of Pathfinder Counsellors.

The screenshot shows the 'Membership Management' software interface in a Windows Internet Explorer browser. The page title is 'Committee - Windows Internet Explorer'. The URL is 'http://localhost:8080/pages/membership/committee.asp?id=237'. The page has a navigation bar with tabs: Home, Membership, Organisations, Reports, Support, Admin. The 'Membership' tab is active. Below the navigation bar, there is a search bar and a list of links: search, advanced search, committees, new household, transfers, history, statistics, close quarter, person labels, duplicate search. The 'Committee' section is displayed, showing the committee name 'Edgeville - Pathfinder Counsellors' and the owner 'Gavin Gosling'. The committee is marked as 'Public' and 'Organisation' is checked. Below this, there are buttons: 'Add Committee Members', 'Delete all', 'Save', and 'Back to Committees'. A table titled 'Committee Members - 11' lists the members with columns: #, Name, City, State, Organisation, Status, and a 'Delete' link. The table contains 11 rows of data. At the bottom, it says 'Ver. 2.8 - Copyright © 2010 North American Division - Modified under license by South Pacific Division'.

#	Name	City	State	Organisation	Status	
1	Fostle, Henry		NSW	Edgeville Seventh-day Adventist Church	Member	<a href="#">Delete</a>
2	Green, Warren		NSW	Edgeville Seventh-day Adventist Church	Member	<a href="#">Delete</a>
3	Holmes, Patricia		NSW	Edgeville Seventh-day Adventist Church	Non-member	<a href="#">Delete</a>
4	Hughes, Elizabeth		NSW	Edgeville Seventh-day Adventist Church	Member	<a href="#">Delete</a>
5	Ingle, Jenny		NSW	Edgeville Seventh-day Adventist Church	Member	<a href="#">Delete</a>
6	Jackson, Tomas		NSW	Edgeville Seventh-day Adventist Church	Member	<a href="#">Delete</a>
7	Jackson, Yvonne		NSW	Edgeville Seventh-day Adventist Church	Member	<a href="#">Delete</a>
8	Jones, Melissa		NSW	Edgeville Seventh-day Adventist Church	Member	<a href="#">Delete</a>
9	Keep, Belinda		NSW	Edgeville Seventh-day Adventist Church	Non-member	<a href="#">Delete</a>
10	Prinston, Michael		NSW	Edgeville Seventh-day Adventist Church	Member	<a href="#">Delete</a>
11	Younis, Donald		NSW	Edgeville Seventh-day Adventist Church	Member	<a href="#">Delete</a>

The WWCC List report by Committee can then be used to report the status of the church's Pathfinder counsellors.

The screenshot shows the 'WWCC List' report for the 'Committee: Edgeville - Pathfinder Counsellors'. The report is displayed in a table with columns: Document / Card No, Full Name, Status, Issue Date, and Expiry Date. The report is divided into three sections: 'Check Required', 'Negative Notices', and 'Current Checks'. The 'Check Required' section lists the names of the counsellors who need a WWCC: Keep, Belinda; Prinston, Michael; Ingle, Jenny; Green, Warren; Jackson, Yvonne; and Hughes, Elizabeth. The 'Negative Notices' section shows a notice for Fostle, Henry, issued on 5/07/2007. The 'Current Checks' section shows the status of the WWCC for the other counsellors: Jones, Melissa (Approved (standard), 25/09/2009 to 25/09/2012), Holmes, Patricia (Approved conditional (standard), 7/10/2009 to 7/10/2012), and Younis, Donald (Approved conditional (single event), 31/10/2010 to 31/10/2013).

Document / Card No	Full Name	Status	Issue Date	Expiry Date
<b>*** Check Required ***</b>				
	Keep, Belinda			
	Prinston, Michael			
	Ingle, Jenny			
	Green, Warren			
	Jackson, Yvonne			
	Hughes, Elizabeth			
<b>Negative Notices</b>				
154269	Fostle, Henry	Negative Notice	5/07/2007	
<b>Expired Checks</b>				
178878	Jackson, Tomas	Pending (single event)		
<b>Current Checks</b>				
332974	Jones, Melissa	Approved (standard)	25/09/2009	25/09/2012
543811	Holmes, Patricia	Approved conditional (standard)	7/10/2009	7/10/2012
751585	Younis, Donald	Approved conditional (single event)	31/10/2010	31/10/2013

The WWCC Stats report is a simple statistical report which provides church administration with comparative totals of WWCC issued and negative notices. This report defaults to the last 3 years but the count can be increased (or decreased) if required.

https://membership-demo.adventist.org.au/Membership\_ASPX/ReportViewer.aspx - Windows Internet Explorer

https://membership-demo.adventist.org.au/Membership\_ASPX/ReportViewer.aspx

Find

### WWCC Statistics

	Year	Issued	Negative Notices
<b>Sam Company</b>			
	2011	0	0
	2010	0	0
	2009	0	0
<b>Ashfield Seventh-day Adventist Church</b>			
	2011	1	0
	2010	0	0
	2009	3	1
<b>Auburn Seventh-day Adventist Church</b>			
	2011	0	0
	2010	0	0
	2009	1	0
<b>Bankstown Seventh-day Adventist Church</b>			
	2011	0	0
	2010	0	0
	2009	0	0
<b>Blacktown Seventh-day Adventist Church</b>			
	2011	0	0
	2010	4	1
	2009	2	0
<b>Blacktown Spanish Seventh-day Adventist Church</b>			
	2011	0	0
	2010	0	1
	2009	0	0
<b>Cabramatta Fijian Seventh-day Adventist Church</b>			
	2011	0	0
	2010	0	0
	2009	2	0
<b>Cabramatta Seventh-day Adventist Church</b>			
	2011	1	0
	2010	1	0
	2009	0	0

24/01/2011 Page 1 of 1

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