

GUIDANCE NOTE - CHILD SAFE CHILD FRIENDLY SCREENING FOR VISITORS AND EXTERNAL PROVIDERS



About this document

This Guidance Note provides information on who needs a Working with Children Check* when attending Girl Guiding activities if they are NOT an Adult in Guiding or an Ongoing Volunteer. This includes people like parents, Members of Parliament or Local government representatives, people sharing skills or maintenance workers.

* In this document Working with Children Check (WWCC) means the checking process set out in the legislation in the respective state or territory.

Who needs a Working with Children Check?

Across Australia, a WWCC (or equivalent) is typically required where a person is engaged in child-related activities and the person's contact with children is more than incidental (i.e., it is expected/normal for that role, planned, repeated, interactive, or involves direct contact).

To help Leaders know when a WWCC is needed to be provided by Visitors and External Providers, the following guidance is provided.

Consider **WHY** they are attending the Girl Guiding Activity. ARE THEY:

A. Visitor (or guest) (WWCC usually NOT required)

A Visitor is a person who:

- is not an Adult in Girl Guiding; and
- attends a Guiding activity for a limited, specific purpose (e.g., a short address, ceremonial role, award presentation, observation of a specific presentation or activity, brief visit); and
- does not assist with delivery of the program/activity; and
- has only incidental contact with Guides (contact is not the purpose of their role and is not expected as part of it); and
- is subject to continuous supervision by Adults in Guiding whenever Guides are present (in accordance with the GGA Supervision Ratio requirements).

Practical rule: If the Visitor's role is *primarily* to interact with Guides as part of the activity/program (e.g., teaching, instructing, running an activity), treat them as an External Provider (see below).

B. Volunteer (WWCC required unless there is no legislative requirement)

A Volunteer (Ongoing or Casual) is a person who assists with or supports delivery of the Guiding program/activities (in person, online, phone, email), or whose role normally involves contact with Guides that is more than incidental.

Volunteers require screening in accordance with the GGA CSCF Framework.

C. External Provider / Supplier (WWCC usually required)

An External Provider/Supplier is a person (paid or unpaid) engaged to deliver, instruct, supervise, assess, coach, or provide education, entertainment or a service directed at children as part of the Guiding program.

As the purpose of the engagement is working with children (not merely incidental contact), these roles require a WWCC (both a legislative and a CSCF Framework requirement).

For further details please refer to the GGA CSCF Framework [Element 10.17: Activities and Engagement with Third Parties](#).

D. Maintenance/Trades Contractors (risk-based; may be a Visitor or may require a WWCC and screening)

Wherever possible, maintenance, repair or trade work should be scheduled when Guides are not present at a Girl Guide property.

People undertaking maintenance, repair or trade work may be treated as a Visitor for screening purposes where:

- the work is short-term or episodic;
- any interaction with Guides is incidental to the work;
- they are appropriately supervised while Guides are present in accordance with the GGA Supervision Ratio Requirements; and
- they are not routinely onsite during Girl Guiding activities.

A maintenance role may require a WWCC where:

- the worker is onsite for an extended period; or
- the worker's presence means child contact is reasonably expected and no longer incidental (for example, where work is undertaken in the same space as Guides during activities).

Where maintenance, repair or trade work is planned to occur while Guides are present, prior approval must be obtained from the relevant State Office property team or Regional management in accordance with local procedures. Consideration must be given to the necessity of the work, supervision arrangements and opportunities to minimise contact between workers and Guides.

Emergency maintenance or repair work may be undertaken without prior approval where necessary to address an immediate risk to people or property. Child safety requirements, including supervision and minimising contact between workers and Guides wherever practicable, continue to apply. Local escalation procedures must be followed and the relevant State Office property team or Regional management must be notified as soon as practicable.

Maintenance workers, contractors and service providers should not be routinely scheduled to undertake work during Girl Guiding activities. Attendance while Guides are present should be limited to approved or emergency circumstances and managed in accordance with this section.

Helpful hints to decide whether a WWCC is required

Use this quick test before a person who is not an Adult in Guiding attends a Girl Guiding activity:

Step 1. What is the purpose of the person's role?

Are they attending for a special ceremony, to observe or give a short address? It is likely they are a Visitor (if there is no legislative requirement in your state/territory for them to provide a WWCC).

Are they delivering or running an activity for Guides (e.g., teaching, instructing, demonstrating with participation and/or, assessment)? If so, it is likely they are an External Provider.

Step 2. Is contact with Guides more than incidental?

Contact is more than incidental when it is planned/expected as part of the role, interactive, repeated, or involves direct engagement with Guides.

If more than incidental → treat as requiring screening in accordance with the requirements for a Casual or Ongoing Volunteer in the GGA CSCF Framework.

Step 3. How often / how long will they attend?

If the person is attending as a one-off or for the short-term, their attendance may categorise them as a Visitor and they will then fall under exemptions in your state/territory.

If the person is attending repeatedly or attendance is ongoing, treat as requiring screening in accordance with the requirements for an Ongoing or Casual Volunteer in the GGA CSCF Framework.

If in doubt: Screen as an Ongoing or Casual Volunteer

Example scenarios

Scenario	Classification	WWCC?	Notes
Parents/carers attending a ceremony as audience members	Visitor	No Unless required by your state/territory legislation**	Must be supervised in accordance with the GGA requirements
Parent helping serve tea/coffee, setting up, managing children	Volunteer	Yes	Assisting at the event (role-based contact, not incidental); must be considered either a Casual or Ongoing Volunteer in accordance with the CSCF Framework.

Scenario	Classification	WWCC?	Notes
Mayor gives a short speech, presents an award and leaves	Visitor	No Unless required by your state/territory legislation**	Short, ceremonial, supervised, incidental contact
Farmer runs an interactive session on milking cows / animal handling / instructs Guides -on the farm	External Provider	No Unless required by your state/territory legislation**	Purpose is delivering an activity to children (not merely a short ceremonial address); Guide Leaders present and supervising in accordance with GGA requirements
Farmer comes to a Guide Unit meeting and talks about his cows	External Provider	Yes	Interaction with girls or doing a talk
Plumber fixes a burst pipe during meeting time, supervised, short duration	Emergency Maintenance (Visitor-like)	No Unless required by your state/territory legislation**	Treated as incidental contact in multiple jurisdictions when short and not child-focused; girls ideally re-located or isolated away from the emergency maintenance work, girls supervised as per GGA requirements and records kept of the incident.
Builder on site for weeks during meeting times; can't ensure continuous separation/supervision	Maintenance (non-incidental)	Yes	All steps should be taken to avoid this occurring; if the work is ongoing the Guide meeting must be relocated or cancelled; contact becomes foreseeable/expected, not incidental

**If in doubt – Check with your State Office

Managing Visitors

Screening is only one component of Girl Guiding being a Child Safe Child Friendly Community. Even when a WWCC is not required, the following steps must be taken whenever there are Visitors attending a Girl Guiding activity:

1. Registration / sign-in

- Record date, name, organisation, purpose of visit, arrival/departure time, and the supervising Adults in Guiding.
- For larger events, use a simple sign-in sheet and retain it in accordance with SGOO recordkeeping requirements.

2. Supervision (non-negotiable)

- Visitors must be continuously supervised by an Adult in Guiding whenever Guides are present. Supervision of Guides must always be in accordance with the GGA Supervision Ratio requirements.
- Visitors do not count towards supervision ratios and must not have responsibility for supervising Guides.
- Just as no adult should be alone with one Guide, Visitors or External Providers **must never** be in a one-on-one situation with a Guide.

3. Expectations/Conduct of Visitors

When welcoming Visitors remind them:

- Girl Guiding has zero tolerance of harm/abuse and concerns should be raised immediately to the supervisor of the Girl Guiding activity;
- of the importance of respecting the privacy of others especially with regard to photos/videos and where they may go in the venue.

4. Physical and information environment

Before events:

- remove/cover displays containing personal information about Guides/Adults in Guiding.
- lock secure storage areas and protect any sensitive files/devices used for presentations.

Register of Preferred External Providers

It is recommended a preferred External Provider / Supplier list is maintained in Districts / Regions / SGOOs where:

- providers routinely engaged to deliver activities have verified screening clearances where required, and
- contracts/booking templates include child-safety expectations (e.g., supervision, no one-on-one contact, photography rules).

This supports “suitability of people working with children” as part of a child-safe system.

Public guidance and local requirements

This wording provides general guidance for use across GGIA. It does not replace applicable legislation, regulatory requirements, contractual obligations, the GGA Child

Safe Child Friendly Framework or SGGO policies and procedures. Where requirements differ, the higher or more protective applicable requirement must be followed. Legal or specialist advice should be obtained where obligations or authority are unclear.

Terminology used

“Third party” is used for the broad category of organisations, companies and individuals engaged by Girl Guide entities and engaged to provide services to Girl Guide activities.

“External Provider” is used where a third party provides a service or activity.

“Guides” is used for participants in Guiding, while “Youth Member” is retained where the formal membership category is relevant.

Please refer to the GGA NO circulated in September 2026 for additional, supporting information.