An employer of a child must ensure that the child is always supervised by an adult who holds a current Working with Children (WWC) clearance or exemption.

A written record of any person who supervises an employee under 15 must be kept by the employer for five years after the person last supervised a child.

This form or an alternative record, may be used to record this information. Supervision records must be presented to an authorised officer and/or the child’s parent/guardian on request.

# Employer details

Legal name: Company name or, if the employer is an individual or trustee, their full name

Trading name: If applicable

ABN/ACN: If applicable

Child employment licence number: Click or tap here to enter text.

# Supervisor details

| ****Child’s name**** | ****Supervisor’s name**** | Supervisor WWC clearance | Date of supervision | Supervision start time | Supervision end time |
| --- | --- | --- | --- | --- | --- |
| Text | Text | Text | Text | Text | Text |
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