

## Procedure: Working with Children Clearance Register

### PURPOSE

To ensure compliance with the requirements of the Minimum Standards for school registration, including the Child Safe Standards, Birralelee PS maintains a register of all employees,' volunteers' and visitors' (including contractors) *Working with Children Clearance* (WWCC) details, where they are required to have accreditation under the *Worker Screening Act 2020*, or under our school or department policies.

The school register includes each person's:

- name
- clearance number
- expiry date
- WWCC type (e.g., contractor, parent, music teacher)
- student relationship to volunteer

This procedure outlines how our school maintains this register. It also outlines the required process for entering WWCC and *Victorian Institute of Teaching* (VIT) registration information onto eduPay.

### PROCEDURE

#### VIT registration and WWCC requirements

All school staff at Birralelee PS (including Casual Relief Teachers - CRTs) employed to undertake teaching duties, must be registered with the VIT. Staff members with VIT registration do **not** require a WWCC.

All school staff at Birralelee PS employed as education support staff or in roles that are non-teaching positions, must have a current WWCC (unless they have VIT registration).

Employee VIT registration and WWCC details must be recorded in eduPay. Procedures for staff to enter VIT registration and WWCC details into eduPay are set out in the [Update Victorian Institute of Teaching and Working With Children Check card details](#) quick reference guide.

All volunteers and visitors (including contractors or staff placed through agencies or third parties), who are engaged in child-related work or are required to have a WWCC under our school's *Volunteers or Visitors Policies*, will be required to provide evidence of their current WWCC.

Volunteer and visitor WWCC details will be recorded in our *WWCC Register*.

Any employee, volunteer or visitor who does not have a current satisfactory WWCC or VIT registration where required under this procedure, will be removed from their duties until such time as they provide satisfactory evidence of their clearance.

## WWCC Register

Our school maintains copies of WWCC details in a folder stored in the main office titled '*Working With Children Checks*.' A digital register, '*WWCC Register*,' is saved on our local network drive in an Excel spreadsheet.

### Adding new employees, volunteers and visitors to the WWCC Register

Birralee PS administrative staff are responsible for sighting, verifying and recording WWCC information for any new employee, volunteer or visitor (where applicable), under the following process:

1. When a WWCC card is produced in person, a photocopy of the card is saved in the folder in administration.
2. Notification received via mail from Department of Government Services is saved in the folder in administration.
3. Recorded WWCC clearance details for volunteers and contractors are saved on the WWCC register on our local drive.
4. All new employees are required to upload their WWCC onto eduPay.
5. The [WWC Status Checker](#) is used to validate details

### Ongoing maintenance of the WWCC Register

1. Staff requiring volunteers to assist in the classroom, on excursions or at any school event are required to ensure that all volunteers have a current, valid WWCC by checking the latest *WWCC Register*. This is done on an ongoing individual basis so that the register is constantly updated.
2. Where a person's WWCC status has changed to indicate a concern (e.g., expired, suspension or revocation of clearance), an administrative staff member will inform the principal immediately and steps will be taken to ensure the person is removed from their duties until such time as they provide satisfactory evidence of their clearance.
3. School employees whose VIT registration or WWCC are about to expire, will be notified. This information is available to the Principal and Business Manager on eduPay.
4. When updated information is provided, the information is entered into the [WWC Status Checker](#) and verified by clicking 'Start status check'

### Employee VIT or WWCC information on eduPay

Upon engagement of a new employee, the Business Manager will follow the [eduPay User Guide: School Appointments](#) to ensure they are properly entered into eduPay (regardless of whether they are Department or School Council employees) including:

- checking that employees have been entered correctly as either a teacher (if they are performing teaching duties) or education support staff, and that valid and current VIT registration or WWCC information (as applicable) has been entered into eduPay by the staff member
- for employees who have entered WWCC information, checking that the card type is entered as 'Employee' and verifying the WWCC details through the process outlined above.

VIT registration status is verified and monitored through a centralised process between *VIT* and the *Department of Education and Training* and our school will be informed by the Department of any change to VIT registration status that requires action.

## RELATED POLICIES AND RESOURCES

- Visitors Policy
- Volunteers Policy
- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct

Department policies:

- [Child Safe Standards](#)
- [Contractor OHS Management](#)
- [Recruitment in Schools](#)
- [Suitability for Employment Checks](#)
- [Visitors in Schools](#)
- [Volunteers in Schools](#)
- [Working with Children Checks and other Suitability Checks for School Volunteers and Visitors](#)

## PROCEDURE REVIEW AND APPROVAL

Procedures last reviewed	14/06/2023
Approved by	Principal: <b>Ashley Ryan</b>
Next scheduled review date	June 2027