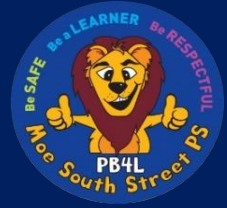




Moe (South Street) Primary School

'Be SAFE Be RESPECTFUL Be a LEARNER'



Procedure to Maintain the Working with Children Check Register

PURPOSE

To ensure compliance with the requirements of the Minimum Standards for school registration, including the Child Safe Standards, Moe (South Street) Primary School maintains a register of all staff, volunteers, and contractors Working with Children Clearance (WWCC) details, where they are required to have one under the *Worker Screening Act 2020* or under our school or department policies.

The register includes each person's:

- name
- clearance number
- expiry date

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 employees of Moe (South Street) Primary School employed to undertake teaching duties must be registered with the VIT. This includes Casual Relief Teachers (CRTs). Staff with VIT registration do not also require a WWCC.

All employees of Moe (South Street) Primary School employed as education support staff or in roles that are non-teaching roles must have a current WWCC (unless they have VIT registration).

Employee VIT registration and WWCC details must be recorded in eduPay. Instructions 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/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 have a current WWCC.

Employee, 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 the WWCC Register in T Drive – Staff Admin – Working with Children Checks. The file is called: "WWCC Status Tracker."

Adding new staff, volunteers and visitors to the WWCC Register

The Office Administrator is responsible for sighting, verifying and recording WWCC information for any new employee, volunteer or visitor (where applicable), under the following process:

1. Record the relevant clearance details in the [WWC Status Checker – the person’s first name can be entered into the ‘Personnel #’ column](#)
2. [Ensure the WWCC card type is correct \(Employee or Volunteer\)](#)
3. Click “Start status check” to ensure the information provided is valid
4. Request that the employee, volunteer (or visitor if engaged to work at the school on a regular basis) access their [MyCheck account](#) to update their details to include the name of the school
5. Save the WWC Status Checker in T Drive – Staff Admin – Working with Children Checks. The file is called: “WWCC Status Tracker.”
6. Retain a copy of the letter of confirmation provided by the Department of Justice and Community Safety, and any other child safety suitability checks (such as reference checks) in the employee, volunteer or visitor’s file

Ongoing maintenance of the WWCC Register

1. At the beginning of each school year the Office Administrator will run another check of the [WWC Status Checker](#) to check if there have been any changes to a person’s WWCC status
2. Where a person’s WWCC status has changed to indicate a concern (eg expired, suspension or revocation of clearance) the Office Administrator 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. At the same time as running the check the Office Administrator will note where clearances are due to expire during the year
4. Where the check is expiring during the year the Office Administrator will contact the WWCC holder to remind them that their WWCC is due to expire and to request updated information once it has been renewed
5. When the updated information is provided the information is entered into the [WWC Status Checker](#) and verified by clicking “Start status check”

Staff VIT or WWCC information on eduPay

Upon engagement of a new staff member the Business Manager will follow the [eduPay User Guide: School Appointments](#) to ensure the staff member is properly entered into eduPay including:

- checking that staff 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 staff 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 is informed of any change to VIT registration status that requires action.

RELATED POLICIES AND RESOURCES

Moe (South Street) Primary School policies:

- 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](#)

REVIEW AND APPROVAL

Policy last reviewed	17 th Feb 2023
Approved by	Principal
Next scheduled review date	Before Term 2, 2027