# WORKING WITH CHILDREN CLEARANCE REGISTER PROCEDURE

## PURPOSE

To ensure compliance with the requirements of the Minimum Standards for school registration, including the Child Safe Standards, Drouin South Primary School maintains a register of all employees, volunteers and visitors (including 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
- date the check was last verified

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 Drouin South 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 Drouin South 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. 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/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 a 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 the WWCC Register in on a spreadsheet saved on our local network file.

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

The Drouin South Primary School Business Manager 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 WWC clearance details in the WWCC register
2. Ensure the WWWC card type is correct (Employee or Volunteer)
3. Verify the WWCC;
    - If checking the status of multiple WWCCs, copy the last name and card number into the sample CSV file from the Service Victoria website, submit to the online Working With Children Status Checker and wait for an email with the results of the status check
    - If checking the status of a single WWCC enter the last name and card number into the online Working With Children Status Checker
    - If checking the status of a Digital Working with Children Check, use the Service Victoria app on a mobile device to scan the QR code on the digital card. Get the Service Victoria app from Google Play or the App Store
4. Record the date the WWCC was verified on the WWCC register and copy paste the status check message or expiry date provided by Service Victoria into the WWCC register.
5. 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
6. Save the WWCC register in [insert wording to describe the location of the WWCC Register at your school eg "our local network file"]
7. Retain a copy of any documentation sent by the Department of Justice and Community Safety (such as the letter of confirmation for employees and any volunteers or contractors who have listed the school on their WWCC details), and records of any other child safety suitability checks (such as reference checks) in the employee file or relevant file for visitors and volunteers WWCC information.

**Ongoing maintenance of the WWCC Register**

1. At the beginning of each school year [insert position title] will copy the last name and card numbers of all entries in the WWCC register into the sample CSV file from the Service Victoria website, submit to the online Working With Children Status Checker and wait for an email with the results of the status check, 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) [insert position title] 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 or evidence that they have applied for a check as per the Department's Working with Children Checks and other Suitability Checks for School Volunteers and Visitors guidance.
3. At the same time as running the check [insert position title] will note where clearances are due to expire during the year
4. Where the check is expiring during the year [insert position title] 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 school's WWCC register and validated as per the procedure above for adding new entries.

## Employee VIT or WWCC information on eduPay

Upon engagement of a new employee, Drouin South Primary School 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 and our school will be informed by the Department of any change to VIT registration status that requires action.

## RELATED POLICIES AND RESOURCES

Drouin South 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

## PROCEDURE REVIEW AND APPROVAL

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| Procedures last reviewed | March 2026 |
| Approved by | Principal |
| Next scheduled review date | March 2030 |