



## Procedure to Maintain the Working with Children Register

### PURPOSE

To ensure compliance with the requirements of the Minimum Standards for school registration, including the Child Safe Standards, Mickleham 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 for each person:

- A copy of both sides of the WWCC Card, which includes:
  - Name
  - Clearance number
  - Expiry date
  - WWCC type (employee/volunteer)
  - Photograph
  - QR code for status check

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 Mickleham Primary School employed to undertake teaching duties must be registered with the VIT. This includes Casual Relief Teachers (CRTs). Employees with VIT registration do **not** also require a WWCC.

All employees of Mickleham Primary School employed as education support 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 employees 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 employees 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 Google drive and in hard copy in the Office.

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

A member of the Executive Team, the Business Manager and/or Administrative employees are responsible for sighting, verifying and recording WWCC information for any new employee, volunteer or visitor (where applicable), under the following process:

1. Direct visitors with WWCC to record their details and 'sign in' through the Compass portal in the Office
2. Record the relevant WWC clearance details in the [WWC Status Checker](#) – the person's first name can be entered into the 'Personnel #' column
3. Ensure the WWCC card type is correct (Employee or Volunteer)
4. Click "Start status check" to ensure the information provided is valid
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 WWC Status Checker in the spreadsheet located in Google drive
7. Retain a copy of both sides of the WWCC card and place in the WWCC folder in the Office
8. 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

Note: If the employee, volunteer or visitor has entered the school details into their card account, the department's Employee Conduct Branch will be contacted by the Department of Justice and Community Safety about any changes to the card status, who will in turn contact the school. By law, the card holder must also inform the school in writing of any subsequent exclusion notice they receive. Schools must also:

- Proactively check a person's WWCC status at least once every 12 months to check for any status changes
  - Regularly review their WWCC register to anticipate upcoming expiry of a person's card and take steps to remind card holders close to expiry to renew their WWCC – this can be done at the same time as the WWCC status check process or more regularly depending on the process established at the school.
1. At the beginning of each school term, the Business Manager or delegate 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 (e.g. expired, suspension or revocation of clearance) the Business Manager 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 Business Manager will note where clearances are due to expire during the year
  4. Where the check is expiring during the year the Business Manager 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"



### 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 employee, and that valid and current VIT registration or WWCC information (as applicable) has been entered into eduPay by the employee 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

Mickleham Primary School policies:

- Visitors Policy
- Statement of Values
- Volunteers Policy
- Child Safety 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](#)



### HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Mickleham Primary School on 03 9745 2250 or [mickleham.ps@education.vic.gov.au](mailto:mickleham.ps@education.vic.gov.au).

### POLICY REVIEW AND APPROVAL

Procedure last reviewed	December 2023
Consultation	School Council - December 19th 2023
Approved by	Principal
Next scheduled review date	December 2027