

## 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, Huntingdale 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
- WWCC type (employee/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 employees of Huntingdale 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 Huntingdale 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.

Employee, volunteer and visitor WWCC details will be recorded in the electronic system PassTab and can be downloaded as needed.

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 on the electronic system PassTab and information can be downloaded as needed.

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

Huntingdale Primary School's front office staff are responsible for sighting the WWCC card. For any new employee, volunteer or visitor (where applicable), using the following process:

1. The person must enter their details using the PassTab system, including:
  - Name
  - Contact details
  - Reason for visit
  - Relevant WWC clearance details.
2. The PassTab system is linked to the [Working With Children Status Checker](#) and alerts the school if the WWC Clearance is not valid via an instant email.
3. If the PassTab system is ever offline we will have a hard copy register kept until the system is back online.
4. For our regular volunteers (employees, parents or visitor if engaged to work at the school on a regular basis) we request that they access their [MyCheck account](#) to update their details to include the name of the school.
5. At the school office we 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 in a folder.

### Ongoing maintenance of the WWCC Register

1. At the beginning of each school year the Business Manager will check the WWCC of employees on EduPay.
2. The Office Manager will check which clearances are due to expire during the year. Where the check is expiring during the year they 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.
3. The Office Manager will 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
4. As visitors and volunteers use the PassTab System, it will send an instant email, where a person's WWCC status has changed to indicate a concern (e.g. expired, suspension or revocation of clearance). The Office 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 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](#).

### Employee VIT or WWCC information on eduPay

Upon engagement of a new employee the school's 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

Huntingdale 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

Procedures last reviewed	May 22 2024
Approved by	Principal
Next scheduled review date	May 2027