



# Moe (Elizabeth Street) Primary School

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## Procedure to maintain the Working with Children register

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### PURPOSE

To ensure compliance with the requirements of the Minimum Standards for school registration, including the Child Safe Standards, Moe (Elizabeth 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](#) (Vic) or under our school or department policies.

The register includes each person's:

- name
- clearance number
- expiry date
- WWCC type eg, 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 Moe (Elizabeth 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 (Elizabeth 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 an office filing cabinet and use the [WWC Status Checker](#) saved on U Drive.

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

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

by using the [WWC Status Checker](#) register and the eduPay records can serve as the WWCC register for staff.

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 WWWC 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 U: Drive under WWCC Register and
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**

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

The following procedure to maintain the Register is sample only – please amend to reflect the process in place at your school for ensuring the WWCC information in your register remains current and that no staff, volunteer or visitor is working at the school without a valid WWCC.

1. At the beginning of each school year the Business Manager 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) [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.
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 [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 (Elizabeth Street) 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](#)

## REVIEW AND APPROVAL

Policy last reviewed	September 2022
Approved by	Principal
Next scheduled review date	2025 - Every 3-4 years