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, St Kilda Park 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 St Kilda Park 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 St Kilda Park 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.

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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 SAM4Schools, a secure, online Risk and Compliance Management System and copies of cards are also saved on our local network.

Adding new employees, volunteers and visitors to the WWCC Register

The St Kilda Park Primary School Office Manager is responsible for sighting, verifying and recording WWCC information for any new employee, volunteer or visitor (where applicable), under the following process:

1. All visitors/contractors/volunteers must on arrival at school, Sign in using the Compass Kiosk in the Office, which includes entering the visitor's WWCC, which is checked by Compass at the time of entry.

2. Record the relevant WWC clearance details in the WWCC register (SAM4Schools)- a copy of the card is scanned & saved on the local network.

3. Ensure the WWWC card type is correct (Employee or Volunteer)

4. 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

5. Retain a copy of the Status Checker email in the St Kilda Park Primary School email inbox folder titled: WWCC Working with Children Checks.

6. 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. With the WWCC's added to SAM4Schools, the WWCC's are reviewed weekly and the school will be notified of any changes in status.

7. Retain an electronic 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. All WWCC's are added to SAM4Schools for ES employees and current visitors to St Kilda Park Primary School. SAM4Schools have advised that the WWCC's are reviewed on a weekly basis and the school will be notified by SAM4Schools of any changes in WWCC status.

2. Where a person's WWCC status has changed to indicate a concern (eg 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.

3. At the same time as running the check the Office Manager will note where clearances are due to expire during the year - as notified by SAM4Schools.

4. Where the check is expiring during the year, the Office 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 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 the St Kilda Park 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.
- The WWCC information is also entered on SAM4Schools, to be reviewed on a weekly basis.

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

St Kilda Park 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	August 2025
Approved by	Principal
Next scheduled review date	August 2029