**WORKING WITH CHILDREN CLEARANCE REGISTER PROCEDURE**

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**Purpose**

To ensure compliance with the requirements of the Minimum Standards for school registration, including the Child Safe Standards, Marlborough 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 / other

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 Marlborough 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 Marlborough 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*](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/QRG-ESS-Record-VIT-WWCC.pdf)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.

At Marlborough Primary School, 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 on our local Google drive (shared drive/WWCC tracker).

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

Marlborough Primary School’s administrative staff are 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 [WWC Status Checker](https://www.workingwithchildren.vic.gov.au/about-the-check/resources/status-checker) – the person’s surname can be entered into the ‘Family Name’ column
2. Ensure the WWWC card type is correct (Employee or Volunteer)
3. Click “SUBMIT” to ensure the information provided is valid
4. Save the WWC Status Checker on the school’s Google drive
5. Retain a copy of any documentation sent by the Department of Justice and Community Safety, 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.
6. Parent volunteers holding a WWCC, details are recorded on CASES21

**Ongoing maintenance of the WWCC Register**

1. At the beginning of each school year, administrative staff will run another check of the [WWC Status Checker](https://www.workingwithchildren.vic.gov.au/about-the-check/resources/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), administrative staff 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 administrative staff will note where clearances are due to expire during the year
4. Where the check is expiring during the year administrative staff 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](https://www.workingwithchildren.vic.gov.au/about-the-check/resources/status-checker) and verified by clicking “Start status check”
6. Update any parent details on CASES21

**Employee VIT or WWCC information on eduPay**

Upon engagement of a new employee School Business Manager will follow the [eduPay User Guide: School Appointments](https://edugate.eduweb.vic.gov.au/Services/HR/Documents/UGS-School-Appts.pdf) 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 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**

Marlborough Primary School policies:

* Visitors Policy
* Volunteers Policy
* Child Safety and Wellbeing Policy
* Child Safety Code of Conduct

Department policies:

* [Child Safe Standards](https://www2.education.vic.gov.au/pal/child-safe-standards/policy)
* [Contractor OHS Management](https://www2.education.vic.gov.au/pal/contractor-ohs-management/policy)
* [Recruitment in Schools](https://www2.education.vic.gov.au/pal/recruitment-schools/policy-and-guidelines)
* [Suitability for Employment Checks](https://www2.education.vic.gov.au/pal/suitability-employment-checks/policy-and-guidelines/conducting-department-criminal-record-check)
* [Visitors in Schools](https://www2.education.vic.gov.au/pal/visitors/policy)
* [Volunteers in Schools](https://www2.education.vic.gov.au/pal/volunteers/policy)
* [Working with Children Checks and other Suitability Checks for School Volunteers and Visitors](https://www2.education.vic.gov.au/pal/suitability-checks/policy)

**procedure REVIEW AND APPROVAL**

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| Procedures last reviewed | 24/05/2023 |
| Approved by | Principal |
| Next scheduled review date | 2026 |