

# PROCEDURE TO MAINTAIN THE WORKING WITH CHILDREN REGISTER



## Help for non-English speakers

If you need help to understand the information in this policy please contact Specimen Hill Primary School on 03 5443 5353.

## Purpose

To ensure compliance with the requirements of the Minimum Standards for school registration, including the Child Safe Standards, School\_name 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)
- status message etc
- date checked
- SENTRAL PIN (for regular visitors)

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 Specimen Hill 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 Specimen Hill Primary School employed as Education Support employee 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 employee placed through agencies/third parties) who are engaged in child-related work or are required to have a WWCC under our school's *Volunteers Policy* or *Visitors Policy* 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 the [WWC Status Checker](#) saved on our local network U Drive.

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

The Business Manager or Assistant Business Manager 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](#) – the person's first name can be entered into the 'Personnel #' column
2. Ensure the WWCC 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 our local network file
6. Create a SENTRAL PIN for regular volunteers and visitors and record SENTRAL PIN in the WWCC Register
7. 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

1. At the beginning of each school term 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) 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 term
4. Where the check is expiring during the term the Business Manager will revoke any SENTRAL PINs
5. When the updated information is provided the information is entered into the [WWC Status Checker](#) and verified by clicking "Start status check" and the SENTRAL PIN is re-established

## 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 our school will be informed by the Department of any change to VIT registration status that requires action.

## Communication

This policy will be communicated to our school community in the following:

- Included in induction processes for relevant staff
- Included in our staff handbook/manual
- Included as annual reference in school newsletter
- Made available in hard copy from school administration upon request

## Related Policies and Resources

Specimen Hill Primary School policies, including *Statement of Values and School Philosophy*, *Volunteers Policy*, *Child Safety Policy*, *Child Safety Code of Conduct*, *Visitors Policy* and *Inclusion and Diversity Policy* can be found on our [Website](#).

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

Procedure last reviewed	1/6/2023
Approved by	Acting Principal – Jac Loutitt
Next scheduled review date	1/6/2025