Inverleigh Primary School

Procedure to Maintain the Working with Children Register

PURPOSE

To ensure compliance with the requirements of the Minimum Standards for school registration, including the Child Safe Standards, Inverleigh 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
- Company/employer

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 Example School employed to undertake teaching duties must be registered with the VIT. This includes Casual Relief Teachers (CRTs). Employee with VIT registration do **not** also require a WWCC.

All employees of Example 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 employee 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 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.

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 office.

Adding new employee, volunteers and visitors to the WWCC Register

Office staff are responsible for sighting, verifying and recording WWCC information for any new employee, volunteer

or visitor (where applicable), under the following process:

1. Ensure the WWWC card type is correct (Employee or Volunteer)
2. Ensure the WWCC is current

3. 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.

Employee VIT or WWCC information on eduPay

Upon engagement of a new employee 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 Training and our school will be informed by the Department of any change to VIT registration status that requires action.

RELATED POLICIES AND RESOURCES

Inverleigh 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

Procedure last reviewed	12/12/2023
Approved by	Principal
Next scheduled review date	Before December, 2027