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, Ashwood 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
- WWCC type (employee/volunteer/ contractor)

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 Ashwood 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 Ashwood 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.

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

Ashwood School maintains a local WWCC Register for volunteers who are required to hold a Working with Children Check. Employee WWCC and Victorian Institute of Teaching (VIT) registration details are recorded and maintained in eduPay in accordance with Department of Education requirements.

The local WWCC Register records the following information for volunteers:

- name
- WWCC card number
- expiry date
- WWCC type
- date the WWCC was last verified.

Where visitors or contractors are required to hold a WWCC or undertake another suitability check, the requirements and records are managed in accordance with the school's Visitors Policy, Volunteers Policy and the Department's Working with Children Checks and other Suitability Checks for School Volunteers and Visitors guidance.

Adding new employees, volunteers and visitors to the WWCC Register

Ashwood School 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 WWCC details in eduPay for employees or in the Ashwood School WWCC Register for volunteers.
2. Ensure the WWCC card type is correct for the person, where applicable.
3. Verify the WWCC and its validity using the Working with Children Status Checker provided by Service Victoria.
4. Record the date the WWCC was verified in the Ashwood School WWCC Register for volunteers. Record the relevant status check message or expiry date provided by Service Victoria.
5. Request that the employee or volunteer, where applicable, access their MyCheck account to update their details to include the name of Ashwood School.
6. Maintain the WWCC Register securely.
7. Retain relevant documentation provided by the Department of Justice and Community Safety, including confirmation documentation where applicable, and any other required child safety suitability-check records in the relevant employee, volunteer or visitor records.

Ongoing maintenance of the WWCC Register

Ashwood School will ensure that WWCC information for employees and volunteers who are required to hold a WWCC remains current and is verified at least once every 12 months.

- Employee WWCC information is maintained and monitored through eduPay. The local Ashwood School WWCC Register is maintained for volunteers who are required to hold a WWCC.
- The school will also periodically review WWCC expiry dates to identify clearances that are approaching expiry.

1. At the beginning of each school year, Administration staff will verify the WWCC status of volunteers recorded in the Ashwood School WWCC Register using the Service Victoria Working with Children Status Checker.
2. Employee WWCC information will be checked and maintained through eduPay in accordance with the Department's requirements, ensuring that employee WWCC information remains current and valid.
3. Where a person's WWCC status changes to indicate a concern, such as an expired, suspended or revoked clearance, Administration staff will inform the Principal immediately. Appropriate steps will be taken to ensure the person does not undertake duties requiring a current WWCC until satisfactory evidence of their clearance, or evidence that they have applied for a WWCC where applicable, is provided.

4. At the time of the annual check, Administration staff will identify WWCCs that are due to expire during the year.
5. Responsibility for renewing or replacing a WWCC rests with the WWCC card holder. Volunteers are responsible for ensuring that their WWCC remains current and for providing updated WWCC information to Ashwood School when their WWCC is renewed or replaced.
6. When updated WWCC information is provided, the volunteer's details will be updated in the Ashwood School WWCC Register and the WWCC will be verified in accordance with the Adding New Volunteers to the WWCC Register process.
7. The date of each WWCC verification will be recorded in the local WWCC Register for volunteers.

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

Related Policies and Resources

- 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	September 2026
Approved by	Ashwood School Principal: Karen Overall
Next scheduled review date	September 2030