



## 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, Footscray North 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
- WWCC type (employee/volunteer)

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 Footscray North 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 Footscray North 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.

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 Edusafe Plus certification and training module and AIMS.

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

Footscray North Primary School front office staff (including but not limited to the Office Manager, Administration Officer and Facilities Manager) are responsible for sighting, verifying and recording WWCC information for any new employee, volunteer, contractor or visitor (where applicable), under the following process:

1. Take a photocopy of the WWCC of the new employee, contractor, volunteer or visitor
2. Ensure the WWCC card type is correct (Employee or Volunteer)
3. 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](#)
4. Record the relevant WWCC clearance details in the WWCC register in Edusafe Plus (Edusafe Plus->OHS Records -> certificates and training) and upload the copy of the WWCC and the verification record
5. Record the date the WWCC was verified on the WWCC register and copy paste the status check message or expiry date provided by Service Victoria into the WWCC register.

### **Ongoing maintenance of the WWCC Register**

Schools must:

- proactively check a person's WWCC status at least once every 12 months to check for any status changes
  - periodically review their WWCC register to anticipate upcoming expiry dates and take steps to remind card holders close to expiry to renew their WWCC – this can be done at the same time as the WWCC status check process or more regularly depending on the process established at the school
1. At the beginning of each school year front office staff (Office Manager or Administration Officer) will copy the last name and card numbers of all entries in the WWCC register 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, 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) front office 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 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 front office staff will note where clearances are due to expire during the year
  4. Where the check is expiring during the year front office staff will contact the principal who will inform the WWCC holder to remind them that their WWCC is due to expire and to request updated information once it has been renewed. Employees will need to update their WWCC on eduPay
  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 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

Footscray North Primary School policies (available via the school's website):

- 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	14th July 2025
Approved by	Principal
Next scheduled review date	July 2028 noting that the recommended review cycle for this policy is 3 to 4 years