



Derrimut
Primary School

Working with Children Clearance Register Procedure





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, Derrimut 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
- employee/volunteer
- Date check was last verified

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.

Policy

VIT registration and WWCC requirements

All employees of Derrimut 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 Derrimut 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.

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 saved on the Virtual Filing Cabinet in the U:/ drive under Human Resources, Police Checks, Working With Children Check Register. Each WWCC is saved as an individual file. There is also a copy of the Excel sheet of the last WWCC validation and the date it was completed.



Derrimut Primary 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 WWC clearance details in the Working with children clearance register.
2. Ensure the WWCC card type is correct (Employee or Volunteer)
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.

Ongoing maintenance of the WWCC Register

1. At the beginning of each school year—and periodically throughout the year—the Administrative Officer will conduct a check of the Working with Children Clearance Register to identify any changes to an individual's WWCC status. This involves copying the last name and card numbers of all entries in the register into the sample CSV file provided by the Service Victoria website. The file is then submitted through the online Working With Children Status Checker. The Administrative Officer will monitor for and review the email containing the results of the status check to ensure compliance is maintained.
2. Where a person's WWCC status has changed to indicate a concern (eg expired, suspension or revocation of clearance) the Administrative Officer will remove and request updated WWCC and not continue with duties until such time as they provide satisfactory evidence of their clearance.
3. At the same time as running the check Administrative Officer will note where clearances are due to expire during the year
4. Where the check is expiring during the year [insert position title] 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 Working with Children Clearance Register and verified.

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 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.

Communication

This policy is presented at and ratified by the School Council, as per Department of Education Policy requirements. It is published to our Derrimut Primary School Website. It is available to staff via our School Documentation and presented to our staff annually.



Further Information and Resources

Derrimut Primary School policies:

- Visitors Policy
- Volunteers Policy
- Child Safety Policy
- Child Safety Code of Conduct

Department policies:

- Child Safe Standards
- Contractor OHSMangement

Policy Last Reviewed	2025
Consultation School Council	2025
Policy Last Reviewed	2025
Approved by Principal	2025
Next scheduled Review Date	2028