



Help for non-English speakers - If you need help to understand the information in this policy, please contact Administration at Ph. 8766 4000

PURPOSE

To ensure compliance with the requirements of the Minimum Standards for school registration, including the Child Safe Standards, Example 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

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.

SUMMARY

- Schools must establish and implement school-level policies and procedures to assess and verify the suitability of volunteers and visitors who engage in child-related and child-connected work. These may exceed the requirements of the Worker Screening Act 2020 (Vic) if required. For guidance about child-related or child-connected work, refer to the [Guidance tab](#).
- Working with Children Checks are required by law for people who engage in child-related work (whether paid or unpaid) as defined in the Worker Screening Act 2020 (Vic).
- Schools must comply with the volunteer child safety screening requirements of [Ministerial Order 1359 – Implementing the Child Safe Standards – managing the risk of child abuse in schools and school boarding premises \(PDF\)](#).
- In assessing what suitability checks should be undertaken, schools must consider the child safety risks relevant to the volunteer or visitor's role. For guidance in assessing risks, refer to the [Guidance tab](#).
- For information relating to suitability checks for all school employees refer to [Suitability for Employment Checks](#) and the [Recruitment in Schools Policy and Guidelines](#).

DETAILS

At Barton Primary School, leaders and school councils have a vital role in establishing a child safe culture through implementing and reviewing child safe policies and practices to minimise child abuse risks.

Victorian legislation requires schools, and other organisations working with children, to take specific steps to minimise the risk of child abuse. Both the Worker Screening Act 2020 (Vic) and Victoria's Child Safe Standards establish requirements for schools to appropriately screen adults who will be working with children.

Note that in this policy, a reference to 'visitors' also includes a reference to contractors engaged by the school and employees of contracted service providers engaged by the school.

Schools and school councils must:

- establish and implement school-level policies and procedures to assess and verify the suitability of volunteers and visitors who engage in child-related and child-connected work. Schools can establish local policies that exceed the requirements of the Worker Screening Act 2020 (Vic) if required.
- comply with the Worker Screening Act 2020 (Vic) requirements to ensure that all adults engaging in child-related work (see definition below), whether paid or unpaid, have a current Working with Children Clearance (issued as the successful outcome of a Working with Children Check). For more information about when a Working with Children Check is required to be undertaken refer to the Guidance tab.
- comply with the requirements of [Ministerial Order 1359 – Implementing the Child Safe Standards – managing the risk of child abuse in schools and school boarding premises \(PDF\)](#) to:
 - sight, verify and record the person's Working with Children clearance, if the person is required to have a clearance in accordance with the Worker Screening Act 2020, or any equivalent background check
 - consider the child safety risks relevant to the volunteer's role and, if reasonable and appropriate, collect and record:
 - proof of personal identity
 - information about any essential or relevant professional or other qualifications
 - the person's history of work involving children
 - references that address the person's suitability for the job and for working with children
- consider the child safety risks relevant to any volunteer role and assess what suitability checks should be undertaken. For more information about determining what additional checks may be appropriate, see Guidance tab.
- follow this policy regarding suitability checks for volunteers and visitors (for employee checks refer to: [Suitability for Employment Checks](#) and the [Recruitment in Schools Policy and Guidelines](#))
- verify the status of their Working with Children Clearance at least once every 12 months. The Working with Children Check website provides a Status Checker tool to assist with this process.

Once initial suitability checks have been successfully undertaken, schools must also ensure that the ongoing supervision and people management of volunteers and other adults working with children focuses on child safety and wellbeing.

For more information, including assistance with determining whether work is child-related or child-connected work, refer to the [Guidance tab](#).

SCHOOLS MAY INCREASE REQUIREMENTS

The Worker Screening Act 2020 (Vic) sets out the minimum requirements in relation to Working with Children Checks.

Schools may also require anyone visiting the school or people engaged in child-connected work (who are not performing child-related work) to undertake a Working with Children Check, and/or other checks, to ensure that volunteers and visitors are adequately screened, considering the child safety risks relevant to the person's role.

For more information on deciding when and what suitability checks may be required, refer to the [Guidance tab](#).

IMPLEMENTATION, PROCESSES & PROCEDURES

VIT REGISTRATION AND WWCC REQUIREMENTS

All employees of Barton 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 Barton 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 in [WWC Status Checker](#) saved on our local network file

ADDING NEW EMPLOYEES, VOLUNTEERS AND VISITORS TO THE WWCC REGISTER

Barton Primary School's front of house office and administrative personnel 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 last name can be entered into the Surname' 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 [insert wording to describe the location of the WWCC Register on a secured school drive (U:// Drive)
6. 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, the front of house office and administrative personnel 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 front of house office and administrative personnel will inform the principal delegate 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 front of house office and administrative personnel will note where clearances are due to expire during the year
4. Where the check is expiring during the year the front of house office and administrative personnel 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 [WWC Status Checker](#) and verified by clicking "Start status check"

EMPLOYEE VIT OR WWCC INFORMATION ON EDUPAY

Upon engagement of a new employee, the front of house office staff and administrative 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.

RELATED POLICIES AND RESOURCES

Please refer to the Barton Primary School policies which can be access on our 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](#)

COMMUNICATION

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

- Available publicly on our school's website
- Included in staff induction processes
- Included in staff handbook/manual
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	24/10/2023
Approved by/	Principal
Next scheduled review date	24/10/2026

