



Procedure to maintain the Working with Children Register BANYULE PRIMARY SCHOOL



Help for non-English speakers

If you need help to understand the information in this policy please contact the school administration team on 03 9459 0732 or banyule.ps@education.vic.gov.au.

PURPOSE

To ensure compliance with the requirements of the Minimum Standards for school registration, including the Child Safe Standards, Banyule 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 check was last verified
- copy of card (front and back)

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

All employees of Banyule Primary 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 employees 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 Record Keeping Sheet' register in a secure facility in a hard copy folder in the administration office. The 'record keeping' sheet will also be stored on our local school network in tshare.

Adding new employees, volunteers and visitors to the WWCC Register

Banyule Primary School's administrative employee is 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 on the 'WWCC Record Keeping Sheet'.
2. Ensure the WWCC card type is the correct type (Employer or Volunteer).
3. Complete a '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 'WWCC Record Keeping Sheet' in our local school network on the tshare drive.
6. Print a copy for the WWCC folder which is securely stored in the administration building.
7. 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 relevant folder for employees, visitors and volunteers WWCC information.

Ongoing maintenance of the WWCC Register

If the employee, volunteer or visitor has entered the school details into their card account, the Department's Employee Conduct Branch will be contacted by the Department of Justice and Community Safety about any changes to the card status, who will in turn contact the school. By law, the card holder must also inform the school in writing of any subsequent exclusion notice they receive. Schools must also:

- 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

The following procedure is in place to maintain the Register at Banyule Primary School to ensure the WWCC information remains current and that no employee, volunteer or visitor is working at our school without a valid WWCC.

1. At the beginning of each school year the administration team will run a check to establish if there have been any changes to a person's WWCC status. The administration team will copy the last name and card numbers of all entries in the WWCC register into the 'WWCC Record Keeping Sheet'
2. Where a person's WWCC status has changed to indicate a concern (e.g. expired, suspension or revocation of clearance) the administration team 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.

3. At the same time as running the check the administration team will note where clearances are due to expire during the year.
4. Where the check is expiring during the year the administration team 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 WWCC Record Keeping Sheet and a 'status check' is completed.
6. A copy of any documentation is updated and placed in the relevant folder for employees, visitors and volunteers WWCC information.

Employee VIT or WWCC information on eduPay

Upon engagement of a new employee the School 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.

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 and staff training
- Included in staff handbook/manual
- Reminders in our school newsletter
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

Banyule Primary School policies:

- 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	June 2024
Approved by	Principal
Next scheduled review date	June 2028 – The recommended minimum review cycle for this policy is 3 to 4 years