ALBANY RISE PRIMARY SCHOOL
Working With Children Clearance Register Procedure Policy
REVIEW DATE: 2029

Help for non-English speakers

If you need help to understand this policy, please contact the Albany Rise Primary School Administration.

ARPS POLICY

PURPOSE

To ensure compliance with the requirements of the Minimum Standards for school registration, including the Child Safe Standards, Albany Rise 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
- code of conduct pack signed
- 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.

PROCEDURE

VIT registration and WWCC requirements

All employees of Albany Rise 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 Albany Rise 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.

ARPS POLICY

WWCC Register

Our school maintains the WWCC Register in the office using DET template.

Adding new employees, volunteers and visitors to the WWCC Register

Albany Rise Primary School front office staff /Business Manager/administrative staff are responsible for sighting, verifying and recording WWCC information for any new employee, volunteer, contractor and visitor (where applicable), under the following process:

- Record the relevant WWC clearance details in the register
- Ensure the WWCC card type is correct(Employee or Volunteer)
- Save the WWCC register in USER drive
- Parents WWCC will be recorded onto our COMPASS Flags

Ongoing maintenance of the WWCC Register

Every term, administration staff will run another check of the WWCC register to check if there have been any changes to a person's WWCC status

- Where a person's WWCC status has changed to indicate a concern (eg expired, suspension or revocation of clearance) 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
- At the same time as running the check, Administration staff, will note where clearances are due to expire during the year
- When the updated information is provided the information will be entered into WWCC register

Employee VIT or WWCC information on eduPay

Upon engagement of a new employee Albany Rise Primary 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 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.

ARPS POLICY

RELATED POLICIES AND RESOURCES

Albany Rise Primary School policies:

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

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	13th August 2025
Approved by	School Council Principal
Next scheduled review date	2029