

WORKING WITH CHILDREN CLEARANCE REGISTER PROCEDURE



Help for non-English speakers

If you need help to understand the information in this policy please contact the Victorian School of Languages (03) 9474 0500.

PURPOSE

To ensure compliance with the requirements of the Minimum Standards for school registration, including the Child Safe Standards, the Victorian School of Languages (VSL) 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
- position
- Centre location
- VSL number
- Birthdate

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

The VSL maintain a live register that is regularly updated by Area Managers and the Compliance officer. Area Managers will be responsible for the management of the staff screening process. This begins with the VSL application form that is submitted to the Area Manager. The Area Manager will gather information from the interview process and on the application form. Information will include work experience, tertiary qualifications, and referee checks. Upon the completion of these screening processes, the Area Manager will be in a good position to determine the applicant's suitability for the role.

If the applicant is deemed as suitable for work based on the information gathered, the Area Manager will also be responsible for the verification and recording the WWCC card.

If the applicant is successful in their application for a WWCC, a copy of the card will be forwarded to the payroll officer who will store this information into the HR3 payroll. A copy of the WWCC card will also be stored in the Area Managers office records.

VIT registration and WWCC requirements

All employees of the VSL 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 the VSL 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. Centre Support Staff, 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 A Live document that is located on an Area Managers folder in Microsoft Teams. Area Managers are encouraged to use the [WWCC Status Checker](#) saved on our Microsoft Teams Area Manager folder.

Adding new employees, volunteers and visitors to the WWCC Register

The VSL Area Manager is responsible for recording all employees and Volunteers onto our 'Live' document. Area Managers will use the [WWCC Status Checker on the Working With Children website](#).

Area Managers will:

1. Record the relevant WWC clearance details in the [WWCC Status Checker – the person's first name can be entered into the 'Personnel #' 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 the WWCC Register live document located in the Area Managers folder stored in Microsoft Teams. Areas Managers will have exclusive access to that folder.
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.

Front office and staff, Supervisors responsible for sighting, verifying and recording WWCC information for any visitors that can come into contact with students at the Centre.

Ongoing maintenance of the WWCC Register

Note: 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. Area Manager and or Compliance Officer 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
1. At the beginning of each school year Area Manager and or Compliance Officer will run another check of the [WWCC 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 (e.g. expired, suspension or revocation of clearance) Area Manager and or Compliance Officer 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 Area Manager and/or Compliance Officer will note where clearances are due to expire during the year.
 4. Where the check is expiring during the year Area Manager 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 Status Checker](#) and verified by clicking "Start status check"

Employee VIT or WWCC information on EduPay

Upon engagement of a new employee 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.

RELATED POLICIES AND RESOURCES

The Victorian School of Languages 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](#)

COMMUNICATION

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

- Made available publicly on our school website – www.vsl.vic.edu.au
- Discussed at staff meetings/briefings as required
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2023
Consultation	School Council: 4 May 2023
Approved by	Principal
Next scheduled review date	2026

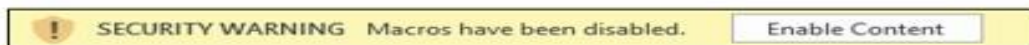
Working with Children Status Checker

Organisations have an obligation to ensure all paid and volunteer staff doing child-related work have a valid Working with Children Check. The Status Checker is an excel spreadsheet that will check the status of multiple cards or applications and display them in the table. Save this file on your PC and run the Checker periodically to ensure all your staff have a valid Check. Additional information about organisation obligations is available on our website.

NOTE: Ensure you are using the latest version of the Status Checker. You can download the latest version from the 'Check Status' page on our website. The version number of this file is displayed next to the title.

Follow the instructions below to use the status checker.

1. After opening the file, if Excel displays the message shown below, click the "Enable content" button.



2. You may be prompted to make this a trusted file. If so then select "Yes".



3. Enter the Surnames and card numbers of your staff into the spreadsheet. You can enter the details by typing in the data or pasting from another source (such as a database or a personnel system). To help identify people in your organisation, you can also enter a personnel number into column one. You can change the name of this column header to suit your needs. If you require, you can also add additional columns to the sheet.

NOTE:

- Surname case is unimportant. Uppercase, lowercase or a mixture of cases will all work.
- The application number can be in any of the following formats, with or without the last two digits. e.g. Card number 0000044-02 can also be entered as 44-02 or 44. Card number 0000033A-03 can also be entered as 33A-03 or 33A
- Don't leave any blank rows or rows with non-valid data, as the checker will stop at that point.

4. To start the status check, click the "Start Status Check" button.



5. The checker will begin to process your records. Depending on the settings on your PC, a Working with Children web page may open. If this happens, then just close it and let the checker continue processing.
6. You may stop the processing at any time by clicking the "Stop Status Check" button.



7. If you choose the stop the process midway, a message will be displayed indicating you have stopped the process.



8. If you choose, you can save your spreadsheet at this part processed stage and open it later and restart the process by just clicking the "Start Status Check" button again.
9. When the checker completes it will display a confirmation message.



10. Click the "OK" button and save your spreadsheet for future reference.
11. To rerun the checker at a future time, clear the "Status message" and the "Date Checked" columns and click the "Start Status Check" button.
12. All status checks that pass are displayed with a plain background. Any status checks that may give rise to concerns will display with a yellow background.
Any status checks of serious concern will display on a red background.

Disclaimer

While every effort has been made to ensure that the information available through the Check Status is accurate and up to date, the Victorian Government and its employees are not liable for any loss or damage, which may be incurred by any person relying on this information.