

WORKING WITH CHILDREN CLEARANCE REGISTER POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Statewide Vision Resource Centre.

This Statewide Vision Resource Centre policy is available in braille hard copy and etext format from our administration upon request.

PREAMBLE

To ensure compliance with the requirements of the Minimum Standards for school registration, including the Child Safe Standards, Statewide Vision Resource Centre 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
- WWCC status type (employee/volunteer)

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.

DEFINITIONS

Child: a person who is under the age of 18 years.

Student: any child who is enrolled at Support Skills Program, or DOT Power Program

POLICY

VIT registration and WWCC requirements

All employees of Statewide Vision Resource Centre 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 Statewide Vision Resource Centre 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 Clearance 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.

Guidelines for implementation

What is the WWC clearance?

The WWC clearance verifies a person's history to make sure they do not have any relevant criminal offences or findings from professional disciplinary bodies. The WWC clearance is valid for 5 years (unless revoked). During this time the cardholder continues to be checked for new relevant offences or findings. The WWC clearance is administered by the Department of Justice.

When is a WWC clearance required?

A WWC clearance is required for positions that meet all of the following criteria:

- involve contact with children in connection with our centre
- the contact happens on a regular (once or twice a term) basis;
- involve **direct contact** with children and this contact is not **directly supervised**; and
- the position does not qualify for an **exemption** as listed under the act.

What is the application process?

The candidate must complete a Working with Children Clearance application form. The forms are available online or at Australia Post outlets in Victoria.

Under the section marked 'Details of Organisation,' candidates should ensure they state Statewide Vision Resource Centre.

If the applicant passes the clearance they will be sent a successful Assessment Notice, followed by a WWC clearance card 2-3 weeks later.

Further information about the application process is available on the [Department of Justice webpage](#).

What if the applicant does not pass the check?

If the applicant does not pass the clearance they will be given an Interim Negative Notice. The applicant can then make a submission to the Department of Justice to explain why they believe they should pass. If this submission is not successful the applicant will be issued with a Negative Notice. This means they have failed the WWC Clearance and **cannot undertake 'child-related work' or work in school**

When can the candidate commence?

Commencement in the school is conditional upon receipt of a successful Assessment Notice or WWC clearance card. Any queries should be directed to the Principal.

Who pays for the WWC check?

Candidates who are required to undergo a WWC clearance as a condition of working at Statewide Vision Resource Centre will not be able to receive reimbursement for the cost.

WWCC REGISTER

The Statewide Vision Resource Centre maintains the WWCC Register in Administration Office 7.

Adding new employees, volunteers, and visitors to the WWCC Register

Statewide Vision Resource Centre office administrative staff and Heatherwood School Business Manager 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 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 Statewide Vision Resource Centre on a regular basis) access their [My Clearance account](#) to update their details to include the name of the school
5. The WWC Status Checker Register is found in the Administration Office 7
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 Assistant Principal or Leading Teacher will run another clearance of the [WWC Status Checker](#) to clearance 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) Assistant Principal or Leading Teacher 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 clearance, Assistant Principal or Leading Teacher will note where clearances are due to expire during the year
4. Where the clearance is expiring during the year Assistant Principal or Leading Teacher 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 Heatherwood 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 Statewide Vision Resource Centre will be informed by the Department of any change to VIT registration status that requires action.

RELATED POLICIES AND RESOURCES

- [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](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	Consultation	Approved by	Next scheduled review date
January 2023	Principal	Principal	January 2026