



Working with Children Clearance Register Procedure



Help for non-English speakers

If you need help to understand the information in this policy, please contact school on 03 9803 4590.

1. STATEMENT

Burwood East Special Developmental School (BESDS) will assess and verify the suitability of staff and volunteers who will work with children. This school has a commitment to **zero tolerance of child abuse**. We support and respect all children as well as our staff and volunteers. We are committed to creating a safe, respectful and inclusive school environment where all students can be happy, confident and resilient, regardless of their sexual or gender identity, cultural background disability or other circumstances. We take account of the diversity of all children, including the needs of Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and vulnerable children.

A Working with Children's Clearance Check (WWCC) is required for anyone engaging in 'child-related work' and having 'direct contact' with children as part of their role or duties, an employee, volunteer, visitor or contractor must have a WWC regardless of whether they are being supervised by a teacher or another adult with a WWCC . Direct contact with children includes oral, written or electronic communication (as well as face-to-face and physical contact).

Unless an exemption applies to a person, a valid WWC Check is the minimum standard for all adults working with children. If a volunteer's occupation exempts them from the requirement to have a WWC Check e.g. police officers, teachers, they must provide evidence to support their claim to an exemption.

In addition to a WWC Check, Burwood East SDS may also require a criminal record check. This may be considered necessary when certain offences are relevant to the duties of the volunteer or staff member, for example checking for dishonesty offences may be required for a role that involves managing finances or petty cash.

2. PURPOSE

To ensure compliance with the requirements of the Minimum Standards for school registration, including the Child Safe Standards, Burwood East Special Developmental 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

If you do not understand any aspect of this policy, or you would like to talk about any concerns you have, please contact our school on 03 9803 4590 or burwood.east.sds@education.vic.gov.au

PROCEDURE

It is the responsibility of the principal to ensure that only suitable and eligible persons are employed in the school. Prior to employing a person, the principal must be satisfied that the person meets the required Suitability for Employment Checks. Burwood East Special Developmental School (BESDS) will adhere to the Department procedures for the conduct of criminal records checks for all school based employees, including arrangements that allow for the acceptance of the criminal records check conducted by the Victorian Institute of Teaching and WWCC Checks to meet the Department's pre-employment suitability for employment requirements.

To maintain high standards of conduct and professionalism in our school, Burwood East Special Developmental School will ensure that the Department's procedures for criminal record checks are implemented.

VIT registration and WWCC requirements

All employees of Burwood East Special Developmental 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 Burwood East Special Developmental 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 the business manager's office and it is saved on our local network (U Drive).

Adding new employees, volunteers and visitors to the WWCC Register

The Administration staff are responsible for sighting, verifying and recording WWCC information for any new employee, volunteer or visitor (where applicable), under the following process:

- to sight, verify and record WWCC information in our WWCC register, noting that it is important that the process includes collecting and recording the person's name, clearance number and expiry date, and verifying that the WWCC number is valid and current with no concerns displayed (by using the [WWC Status Checker on the Working With Children website](#))
- Record the relevant WWCC clearance details in the [WWC Status Checker – the person's first name can be entered into the 'Personnel #' column](#)
- [Ensure the WWCC card type is correct \(Employee or Volunteer\)](#)
- Click "Start status check" to ensure the information provided is valid

- 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
- Save the WWC Status Checker in U Drive in our local network file
- 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

A copy of the staff member or volunteer's WWC Clearance will be kept on the file at the school.

Burwood East SDS will implement procedures to ensure staff members and volunteers hold a valid WWC Check card at a minimum, annually at the commencement of the school year.

It is the responsibility of the staff member or volunteer to:

- provide Burwood East SDS with the successful WWC Check card prior to commencement
 - notify the principal if there has been a relevant change in circumstances, for example, if they have been charged or found guilty of a new relevant offence or if their WWC Check has been suspended
 - apply for a new WWC Clearance before their card expires
1. At the beginning of each school year administration staff 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 (e.g., expired, suspension or revocation of clearance) the business manager 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 administration staff will note where clearances are due to expire during the year
 4. Where the check is expiring during the year administration staff 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 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

Burwood East Special Developmental School policies:

- Visitors Policy
- Volunteers Policy
- Child Safety and Wellbeing Policy
- Child Safety Code of Conduct
- <https://www.besds.vic.edu.au/>

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

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| Procedures last reviewed | October 2022 |
| Approved by | Principal 24/10/2022 |
| Next scheduled review date | October 2025 |