



Working With Children Clearance Register Procedure

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Approved By	Estelle Alder
Approval Authority – School Council President	(not required)
Responsible for Review	Estelle Alder
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Working With Children Clearance Register Procedure



Help for non-English speakers

If you need help to understand the information in this policy please contact Monbulk Primary School on 9756 6481.

PURPOSE

To ensure compliance with the requirements of the Minimum Standards for school registration, including the Child Safe Standards, Monbulk 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
- a copy of the WWCC card

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 Monbulk 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 Monbulk 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.

Monbulk Primary School employees, 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 via an online platform called Passtab which all visitors are required to log into at the Front Office on their arrival at Monbulk Primary School. Passtab is accessed by visitors via the Ipad located on the reception bench. This platform is live and checks the validity of the visitors WWCC or VIT on arrival.

Parent volunteers WWCC Register

Monbulk Primary School administration staff are responsible for sighting, verifying and recording WWCC information for any parents/carers attending camps or excursions offsite, under the following process:

1. Record the relevant WWC clearance details on the WWCC List Spreadsheet saved on U Drive in the WWCC folder
2. Ensure the WWCC card type is correct (Employee or Volunteer)
3. Ensure the WWCC Card has not expired
4. Retain a copy of the WWCC card and file in WWCC folder in the Business Managers Office in alphabetical order by surname.

Ongoing maintenance of the WWCC Register

1. At the beginning of each school year administration officer will run a bulk 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 (eg expired, suspension or revocation of clearance) the Administration 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 Administration Officer will note where clearances are due to expire during the year
4. When 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

Monbulk 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](#)

REVIEW CYCLE AND EVALUATION

This policy was last updated on 18th June 2025 and is scheduled for review in September 2028.