

415 Working with Children Clearance Register Procedure

Purpose

1. To ensure compliance with the requirements of the Minimum Standards for school registration, including the Child Safe Standards, Community College Gippsland and ECG Secondary College, (to be known as CCG for the purpose of this procedure) 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 organisation's policies.
2. The register includes each person's:
 - name
 - clearance number
 - expiry date
 - Status
 - State
 - Photo of card
3. This procedure outlines how CCG maintains the WWCC registers including the Victorian Institute of Teaching (VIT) registration information on Employment Hero.

Procedure

VIT Registration and WWCC Requirements

4. All employees of CCG employed to undertake teaching duties must be registered with the VIT. This includes Casual Relief Teachers (CRTs). Staff with a VIT registration are exempt from requiring a WWCC. However, they are required to upload VIT registration in place of the mandatory requirement of WWCC.
5. All employees of CCG employed as education support staff or in non-teaching roles must have a current WWCC (unless they have current VIT registration).
6. Employee VIT registration and WWCC details must be recorded into CCG's Employment Hero data base.
7. 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 CCG's Volunteers or Visitors policies will be required to provide evidence of a current WWCC.
8. Employee, volunteer and visitor WWCC details will be recorded in our WWCC Register.
9. 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.

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WWCC Register

10. CCG maintains the WWCC Register:

- In Employment Hero for all employed staff as a mandatory requirement for employment.
- Volunteers are recorded on the Volunteer database on SharePoint under Human Resources. And subject to the current WWCC status being confirmed.
- Visitors including Contractors register at each campus reception. And subject to the current WWCC status being confirmed.

Adding New Employees, Volunteers and Visitors to the WWCC Register

11. CCGs People & Culture Department is responsible for sighting, verifying and recording WWCC information for any new employee or volunteer (visitor procedure described in Visitor Policy) under the following process:
- a. Upon successful appointment to a position, a new employee must upload a copy of their WWCC to Employment Hero prior to their start date.
 - b. The People & Culture Department check the details uploaded are correct and run the details thorough the WWCC Status check 2.0 excel document found on [#multiple-checks](http://www.vic.gov.au/what-organisations-need-know).
 - i. Record the relevant WWCC details in the WWC Status Checker — the person’s first name can be entered into the ‘Personnel #’ column.
 - ii. Ensure the WWCC card type is correct (Employee or Volunteer).
 - iii. Click “Start status check” to ensure the information provided is valid.
 - iv. Request that the employee, volunteer (or visitor if engaged to work at CCG on a regular basis) access their MyCheck account to update their details to include the name of CCG.
 - v. Save the WWCC Status Checker in appropriate WWCC register.
 - c. 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

12. If the employee, volunteer or visitor has entered CCGs details into their MyCheck account, CCG will be contacted by the Department of Justice and Community Safety about any changes to the card status.
13. By law, the card holder must also inform CCG in writing of any subsequent exclusion notice they receive.
14. CCG must also proactively check a person’s WWCC status at least once every 12 months to check for any status changes.
15. Periodically review the 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 CCG.

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- a. At the beginning of each school year CCG’s People and Culture Department will run another check of the WWC Status Checker to check if there have been any changes to a person’s WWCC status.
- b. Where a person’s WWCC status has changed to indicate a concern (e.g. expired, suspension or revocation of clearance) CCG People and Culture Department will inform the CEO 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.
- c. At the same time as running the check, CCG’s People and Culture Department will note where clearances are due to expire during the year.
- d. Where the check is expiring during the year CCG’s People and Culture Department 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
- e. When the updated information is provided the information is entered into the WWC Status Checker and verified by clicking “Start status check”.

Relationships

- 132 Visitors Policy
- 138 Volunteers Policy
- 135 Child Safety and Wellbeing Policy
- 135-3 Child Safety Code of Conduct

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