

WORKING WITH CHILDREN CLEARANCE REGISTER PROCEDURE

Upwey High School

PURPOSE

To ensure compliance with the requirements of the Minimum Standards for school registration, including the Child Safe Standards, Upwey High School maintains a register of all employees, volunteers and visitors (including contractors) Working with Children Clearance (WWCCC) 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
- WWCC number
- expiry date
- date the check was last verified
- WWCC type

This procedure outlines how our school maintains this register. It also outlines the required process for entering WWCCC and Victorian Institute of Teaching (VIT) registration information onto eduPay.

PROCEDURE

VIT registration and WWCC requirements

All employees of Upwey High 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 WWCCC.

All employees of Upwey High School employed as education support staff or in roles that are non-teaching roles must have a current WWCCC (unless they have VIT registration).

Employee VIT registration and WWCCC details must be recorded in eduPay for staff. Procedures for staff to enter VIT registration and WWCCC 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 WWCCC under our school's Volunteers or Visitors policies will be required to provide evidence of a current WWCCC.

Volunteer and visitor WWCCC details will be recorded in our WWCCC Register.

Any employee, volunteer or visitor who does not have a current satisfactory WWCCC 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.

WWCCC Register

Our school maintains the WWCCC Register on a spreadsheet, saved on our Network Drive (U-Drive)

Adding new employees, volunteers and visitors to the WWCCC Register

Upwey High School front office staff /Business Manager/administrative staff are responsible for sighting, verifying and recording WWCCC information for any new employee, volunteer or visitor (where applicable), under the following process:

1. Record the relevant WWCC clearance details in the WWCCC register
2. Ensure the WWCC card type is correct (Employee or Volunteer)
3. Verify the WWCCC;
 - If checking the status of multiple WWCCCs, copy the last name and card number into the [sample CSV file from the Service Victoria website](#), submit to the online [Working With Children Status Checker](#) and wait for an email with the results of the status check
 - If checking the status of a single WWCCC enter the last name and card number into the online [Working With Children Status Checker](#)
 - If checking the status of a Digital Working with Children Check, use the Service Victoria app on a mobile device to scan the QR code on the digital card. Get the Service Victoria app [from Google Play](#) or the [App Store](#)
4. Record the date the WWCCC was verified on the WWCCC register and copy paste the status check message or expiry date provided by Service Victoria into the WWCCC register.
5. Save the WWCCC register on our local network drive

Ongoing maintenance of the WWCCC Register

At the beginning of each school year the school administration staff will copy the last name and card numbers of all entries in the WWCCC register into the [sample CSV file from the Service Victoria website](#), submit to the online [Working With Children Status Checker](#) and wait for an email with the results of the status check, to check if there have been any changes to a person's WWCCC status

1. Where a person's WWCCC status has changed to indicate a concern (eg expired, suspension or revocation of clearance) the office staff member 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 or evidence that they have applied for a check as per the Department's [Working with Children Checks and other Suitability Checks for School Volunteers and Visitors guidance](#).
2. At the same time as running the check the office staff member will note where clearances are due to expire during the year
3. Where the check is expiring during the year the office staff member will contact the WWCCC holder to remind them that their WWCCC is due to expire and to request updated information once it has been renewed
4. When the updated information is provided the information is entered into the school's WWCCC register and validated as per the procedure above for adding new entries.

Employee VIT or WWCCC 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 WWCCC information (as applicable) has been entered into eduPay by the staff member
- for employees who have entered WWCCC information, checking that the card type is entered as 'Employee' and verifying the WWCCC details through the process outlined above.

VIT registration status is verified and monitored through a centralised process between VIT and the Department and our school will be informed by the Department of any change to VIT registration status that requires action.

RELATED POLICIES AND RESOURCES

Upwey High 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](#)

PROCEDURE REVIEW AND APPROVAL

Procedures last reviewed	September 2025
Approved by	Principal
Next scheduled review date	September 2029